

## Policy and Procedure Register updates – Summary of changes to:

### Preventing and responding to workplace sexual harassment policy and procedure (and related policies and procedures)

<b>1. Reason for new/updated policy or procedure</b> ( <i>select all that apply</i> )		
<input checked="" type="checkbox"/> Change of policy/procedure requirements	<input type="checkbox"/> Audit/review recommendation	
<input checked="" type="checkbox"/> Change to legislation/delegations	<input type="checkbox"/> Due for review	<input type="checkbox"/> Other
<p>Queensland Government entities must have a standalone policy to prevent and respond to sexual harassment in place by 1 February 2024. This is a requirement of Directive 12/23 Preventing and responding to workplace sexual harassment, which is authorised under the <i>Public Sector Act 2022</i> (Qld).</p> <p>A new <i>Preventing and responding to workplace sexual harassment policy and procedure</i> have been developed to address the department's positive duty to prevent and address sexual harassment as part of providing a healthy and safe workplace for employees.</p> <p>As a consequence of the new policy and procedure, two existing policy instruments have also been updated:</p> <ul style="list-style-type: none"> <li>• Preventing workplace bullying, sexual harassment and unlawful discrimination policy</li> <li>• Individual employee grievance procedure.</li> </ul>		
<b>2. Summary of changes</b>		
<u>Preventing and responding to workplace sexual harassment policy and procedure</u>		
The new policy and procedure:		
<ul style="list-style-type: none"> <li>• establish the principles and processes for identifying, preventing and responding to workplace sexual harassment</li> <li>• promote a positive culture of respect and inclusion so that all employees feel safe at work</li> <li>• include person-centred approaches to support those impacted by sexual harassment and ensure that incidents are dealt with promptly, impartially, confidentially, and sensitively</li> <li>• contain options for addressing incidents of sexual harassment including local action, employee grievance processes and external pathways</li> <li>• outline possible outcomes and consequences where allegations of sexual harassment are substantiated.</li> </ul> <p>The policy documents incorporate the minimum inclusions from the Public Sector Commission's model policy template, <i>Preventing and responding to workplace sexual harassment</i>, while also aligning with the department's Policy Management Framework.</p>		
<u>Preventing workplace bullying and unlawful discrimination policy</u>		
<ul style="list-style-type: none"> <li>• All references to 'sexual harassment' within the title and content of the existing <i>Preventing workplace bullying, sexual harassment and unlawful discrimination policy</i> have been removed.</li> </ul>		

<u>Individual employee grievances procedure</u>		
<ul style="list-style-type: none"> <li>• Minor changes have been made to incorporate grievances in relation to sexual harassment, specifically: <ul style="list-style-type: none"> <li>○ The time period for local action has been amended.</li> <li>○ The requirement for employees to request internal review before seeking external review by the Queensland Industrial Relations Commission has been removed.</li> </ul> </li> </ul>		
<b>3. Impacts to roles and responsibilities</b>		
Does the new/updated content change staff roles/responsibilities <i>in any way</i> ?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, select the type of change: ( <i>select all that apply</i> )		
<input checked="" type="checkbox"/> Revised responsibilities <input checked="" type="checkbox"/> New/additional responsibilities <input type="checkbox"/> Removed responsibilities		
Position title	Summary of change	Page #
All employees	<ul style="list-style-type: none"> <li>• Compliance with the new policy and procedure.</li> <li>• Reporting of sexual harassment through the appropriate channels.</li> <li>• Supporting individuals impacted by sexual harassment.</li> </ul>	2
Managers and supervisors	<ul style="list-style-type: none"> <li>• Promoting a safe, respectful and inclusive workplace.</li> <li>• Appropriately and proportionately responding to incidents of sexual harassment.</li> <li>• Supporting employees and seeking advice on complex or serious matters.</li> <li>• Advising employees of their rights under the <i>Public Interest Disclosure Act 2010</i> (PID Act) and the <i>Crime and Corruption Act 2001</i> (CC Act).</li> </ul>	2–3
Director-General	<ul style="list-style-type: none"> <li>• Maintaining a safe and inclusive workplace free from sexual harassment.</li> <li>• Taking action to identify the risk of sexual harassment (including health and safety issues) and addressing those risks.</li> <li>• Supporting leaders and managers to respond to incidents of sexual harassment.</li> <li>• Using person-centred practices to support impacted employees, and advising employees of their rights and obligations under the PID Act and CC Act.</li> </ul>	3
Human Resources branch	<ul style="list-style-type: none"> <li>• Supporting impacted employees and managers or supervisors managing sexual harassment matters.</li> <li>• Promoting the new policy and procedure, and related resources to support employees.</li> </ul>	3–4

#### 4. Communication and support for implementation

Communication activities scheduled in Term 1, 2024 include:

- ConnectED newsletter item to target all staff
- OnePortal bulletin and homepage slider to target all staff
- digital signage in Education House foyer along with screen savers on school computers and central and regional office computers
- OneSchool messaging (web) and HR update (email newsletter).

Other training activities and supporting resources will be in place by 1 July 2024 and promoted by Human Resources.

#### For further assistance, please contact:

- Policy/procedure contact:

For general advice about preventing sexual harassment, please contact your regional HR Business Partnering team:

Central Queensland Region

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