

Policy and Procedure Register updates – Summary of changes to:

Preventing and responding to sexual harassment and related conduct at work Policy and Procedure

1. Reason for updated policy and procedure <i>(select all that apply)</i>		
<input 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>The department's <i>Preventing and responding to workplace sexual harassment policy and procedure</i> are being updated to reflect changes introduced by Directive 02/25: <i>Preventing and responding to sexual harassment and related conduct at work</i>.</p> <p>Directive 02/25 was effective from 9 May 2025 and replaces <i>Directive 12/23: Preventing and responding to workplace sexual harassment</i>. The department is required to implement and promote an accompanying policy, within 3 months, aligned with Directive 02/25 requirements.</p>		
2. Summary of changes		
<p>From 9 May 2025, the obligation to prevent and respond to sexual harassment at work was expanded to also include 'related conduct' (harassment on the basis of sex, conduct creating a work environment that is hostile on the basis of sex and related acts of victimisation).</p> <p>Other changes include:</p> <ul style="list-style-type: none"> options for a person to address behaviour through self-management, by local action with management support or via internal or external workplace health and safety avenues; that reporters are to be advised of victimisation protections from reprisal and adverse action; exemptions can be provided from the requirement to participate in training where it may genuinely negatively impact an employee's wellbeing; and clarification that allegations by clients, customers or visitors ought to be dealt with under the department's work health and safety, risk and/or client/customer management policies and frameworks. 		
3. Impacts to roles and responsibilities		
Does the new/updated content change staff roles/responsibilities <i>in any way</i> ?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, select the type of change: (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 #
Workers	May choose how to address the behaviour from expanded options list	2-3 (Procedure)
Director-General, delegate or manager	Can approve exemptions from the requirement to participate in training	5 (Procedure)
Director-General, delegate or manager	Advise reporter of victimisation protections from reprisal and adverse action, if relevant	4 (Procedure)

4. Communication and support for implementation

The updated Preventing and responding to sexual harassment and related conduct at work Policy and Procedure will be communicated via:

- ConnectEd article
- OnePortal home page slider (specific to promotion of state-wide Sexual Harassment Contact Officers)
- OnePortal screensaver (specific to promotion of state-wide Sexual Harassment Contact Officers)

Supporting resources will include:

- Updated Sexual Harassment Contact Officer Resource Kit
- OnePortal update
- Knowledge base articles
- Updated modules to mandatory training (completed during the regular review process in 2025).

For further assistance, please contact:

Strategic Workforce Policy, Human Resources or WorkforcePolicy@qed.qld.gov.au