

Policy and Procedure Register updates – Summary of changes to: Individual employee grievances procedure

1. Reason for new/updated policy or procedure <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"> • Preventing workplace bullying, sexual harassment and unlawful discrimination policy • Individual employee grievance procedure. 		
2. Summary of changes		
<ul style="list-style-type: none"> • Minor changes have been made to incorporate grievances in relation to sexual harassment, specifically: <ul style="list-style-type: none"> ○ The time period for local action has been amended. ○ The requirement for employees to request internal review before seeking external review by the Queensland Industrial Relations Commission has been removed. ○ Requirement for local action decision maker to provide written decision within 14 days • Minor changes made to update and expand references to Employee Assistance Program (EAP) 		
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 type="checkbox"/> New/additional responsibilities <input type="checkbox"/> Removed responsibilities		
Position title	Summary of change	Page #
Managers, principals and supervisors	Ensure employees are aware of the Employee Assistance Program counselling services and contact details	3
Local Action Decision Maker	Grievances about sexual harassment require the Local Action Decision Maker to provide a written response to the aggrieved within 14 days.	5
Employees	In circumstances relating to sexual harassment, if an employee is dissatisfied with the decision, the employee may seek an external review under stage 3.	5

4. Communication and support for implementation

Communication of updated Individual employee grievance procedure will take place via the implementation of the new *Preventing and responding to workplace sexual harassment policy and procedure*.

For further assistance, please contact:

For further information, please contact your regional HR Business Partnering team:

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Employee Relations

Where necessary, Regional HR should contact Employee Relations for further advice and assistance.

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