

AUSTRALIAN GREENS SEXUAL HARASSMENT POLICY

April 2018



Australian Greens Sexual Harassment Policy

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1. Introduction

1.1 The Australian Greens recognise the right of every employee and volunteer to be able to attend work, participate in the Greens and to perform their duties without being subjected to any form of sexual harassment, intimidation or assault. It is the obligation and responsibility of every member of the organisation to ensure that the workplace, and our party activities, are free from sexual harassment.

1.2 The Australian Greens recognise that sexual harassment is unlawful and can be subject to criminal and civil sanctions. We also recognise that it limits the ability of people to participate fully in their workplaces, in organisations and in our democracy, and can have serious negative effects both on the health and wellbeing of the person targeted by the behaviour, and on the culture and morale of an organisation.

1.3 We are fully committed to eliminating sexual harassment in the workplace and in our party. This policy is designed to help us all achieve that aim.

2. Purpose and Scope

2.1 The purpose of this document is to outline The Australian Greens' position on sexual harassment, and to stipulate the formal and informal processes available to any member, volunteer or employee of the Australian Greens who experiences sexual harassment or other forms of sexual violence.

2.2 This policy has specific application to the conduct of national events and activities for which The Australian Greens has responsibility, and is available to support individual members and volunteers of the Party across the country where there is no other policy in place within the Member Body which would otherwise have jurisdiction over the events or activities where such a policy should apply.

2.3 This policy is intended to apply to all Australian Greens related contexts including (but not limited to) any work-related context, work functions, business trips, conferences, meetings, and social and volunteer events organised by the Australian Greens.

2.4 Where this policy references the Australian Greens regarding the situations and circumstances to which this policy applies, it should also be read as applicable to similar situations arising for other Member Bodies without their

own comparable policies in place.

2.5 This policy does not replace the processes and policies of Australian Greens Member Bodies where they have comparable policies in place.

2.6 This policy only applies to incidents involving MPs and MP staff where internal staffing policies do not apply.

3. Definitions

3.1 Sexual harassment is any unwanted or unwelcome sexual behaviour, which makes a person feel offended, uncomfortable, humiliated or intimidated. Sexual harassment is a type of sex discrimination and is unlawful.

3.1.1 Sexual harassment can occur in a variety of settings including but not limited to: face to face encounters, on the telephone and online.

3.1.2 Examples of sexual harassment include but are not limited to:

3.1.2.1 Intrusive enquiries into an individual's private life.

3.1.2.2 References to their sexuality or physical appearance.

3.1.2.3 Unwanted body touching or physical contact.

3.1.2.4 Inappropriate or excessive comments on social media.

3.1.2.5 Leering or staring.

3.1.3 Behaviour between two adults that is based on mutual attraction, consent, friendship and respect is not sexual harassment.

3.2 Sexual or indecent assault are criminal offences. They involve physical contact with someone, of a sexual nature, without their consent. See section 9 of this policy for more information about how the Australian Greens respond to complaints of conduct of this nature.

3.3 Complainant: the person who is making a complaint of sexual harassment. Most commonly, the complainant is the person alleging sexual harassment who may make use of the informal and/or formal complaints processes as detailed in this policy. The complainant may also be a witness to sexual harassment or a

concerned third party who is seeking to make use of the processes in this policy.

3.4 Respondent: the person alleged to have committed sexual harassment.

4. Principles

4.1 The Australian Greens will not tolerate sexual harassment, intimidation or assault under any circumstances. It is the responsibility of all members of the organisation to treat any complaint seriously and with sensitivity with the objective of reaching a fair resolution and creating a safe environment for all our members, staff, volunteers and supporters.

4.2 Federal, Territory and State legislation stipulates that sexual harassment is unlawful and establishes minimum legal standards of behaviour for all employees. For the Australian Greens, this extends to volunteers and supporters, and anyone attending an event organised by the Australian Greens.

4.3 Any complaints of sexual harassment will be treated seriously, confidentially and promptly with sensitivity. See Section 9 in relation to dealing with an allegation of criminal activity.

4.4 Any Australian Greens organised event will have a contact person whose job is to handle any formal complaints made. If a contact is not specifically named, the default contact persons are the National Manager or the Australian Greens Co- Convenors.

4.4.1 It is our policy that there will be at least one female-identifying contact person at any given Australian Greens event.

4.5 Disciplinary action may be taken or recommended against anyone who victimises or retaliates against a complainant or a respondent.

4.6 Managers or supervisors who fail to respond to a complaint in accordance with this policy may be subject to disciplinary action.

4.7 All complainants have the right to seek the assistance of the relevant tribunal or legislative body to assist them in the resolution of their complaint. These include:

4.7.1 Australian Human Rights Commission

4.7.2 ACT Human Rights Commission

4.7.3 Anti-Discrimination Board of New South Wales

4.7.4 Anti-Discrimination Commission of Queensland

4.7.5 Equal Opportunity Commission Western Australia

4.7.6 Northern Territory Anti-Discrimination Commission

4.7.7 Office of the Anti-Discrimination Commission (Tasmania)

4.7.8 South Australia Equal Opportunity Commission

4.7.9 Victorian Equal Opportunity and Human Rights Commission

5. Making a Complaint

5.1 If a complainant feels safe and comfortable to do so, they have the choice to raise the issue with the person directly by identifying the offending behaviour, explaining that the behaviour is offensive and unacceptable and requesting that the behaviour cease immediately.

5.2 If they do not feel safe or comfortable to do the above, or they are not satisfied with the response of the respondent, a complainant may report the matter in accordance with the procedures outlined below.

5.3 A complainant may pursue an Informal or Formal Complaint Process. An Informal Complaint Process involves a mediated outcome that aims to stop the offending behaviour. A Formal Complaint Process requires an investigation, official findings and may result in disciplinary action.

5.4 The complainant has the option of engaging support and/or representation throughout the process. The complainant also has the right to discontinue a complaint at any stage of the process without repercussions.

5.5 The respondent has the option of engaging support and/or representation during any investigation. The respondent also has the right to respond fully to any formal allegations made.

5.6 The Australian Greens are committed to responding to complaints

sensitively and discreetly. All efforts will be made to restrict the number of people who are informed of the identities of the complainant, respondent and particulars of the complaint. These people will necessarily include the Australian Greens Co- Convenors, the complainant, the respondent, and support or representation for either party, but may include others where necessary to carry out the Informal or Formal Complaint Process or take any other step as requested by the complainant or determined to be necessary to ensure the safety of others.

5.7 All parties privy to an informal or formal complaint process in any capacity will be required to sign a confidentiality agreement. This does not preclude the complainant from seeking legal advice or the support of any other service.

5.8 The Australian Greens recognise that making a complaint of this nature can have a significant impact on complainants. Recognising the need for natural justice of all parties, the Australian Greens are committed to acknowledging the experience of the complainant and taking all reasonable steps to ensure the complainant's needs are met in relation to any action taken.

5.9 There will be no presumptions of guilt and no determination made in relation to any complaint until a full investigation has been completed.

6. Informal Complaint Process

6.1 If a complainant elects to participate in an informal complaint process, the appropriate people for the complainant to contact are the National Manager or an Australian Greens Co-Convenor or the manager or supervisor of the complainant.

6.2 The Australian Greens Co-Convenors are empowered to conduct the informal complaint process or to delegate the conduct of this process to any other member/s of the organisation with appropriate skills and expertise in mediation or conciliation.

6.3 In some circumstances the most effective complaint process may be available at the State member body level. The Australian Greens National Manager or Co- Convenors will discuss this with the complainant and provide support for the complainant to access the appropriate mechanism – see the MOU (Appendix).

- 6.4** Informal intervention may be done through a process of either mediation or conciliation or any other process as reasonably practicable.
- 6.5** The objective of informal intervention is to establish whether behaviour in contravention of this policy occurred; come to a shared understanding that such behaviour is unacceptable, and to reach a resolution where the complainant is satisfied the offending behaviour will cease and will not recommence.
- 6.6** The complainant may identify another objective to the informal intervention (e.g. a resolution for an information session or training to occur in consent and appropriate behaviour).
- 6.7** Where the complainant is not in a position to provide or recommend actions in response to an incident, the Australian Greens may determine an appropriate response, following consideration of the information available. Appropriate responses may include:
- 6.7.1** Referring the complaint to the Formal Complaint Resolution Process for investigation;
 - 6.7.2** Having an informal discussion with one of the parties to the complaint about their alleged behaviour;
 - 6.7.3** Organising a training session for staff, members or volunteers about sexual harassment;
 - 6.7.4** Or closing the matter without further action.
- 6.8** At any point that the Australian Greens Co-Convenors or National Manager reasonably believe it to be necessary, they may stand the respondent down from duties, temporarily suspend their membership privileges or take any other step to ensure the safety of the complainant or any other party, insofar as they are empowered to do so, or make recommendations to a Member Body to take the aforementioned steps, noting that such steps must be reasonable given all the circumstances.
- 6.9** The respondent must be informed about the nature and duration of any steps taken that restrict their participation in the organisation, and the reasons for those steps being taken.
- 6.10** During informal intervention the respondent will be made aware of the allegations being made against them. The complainant will be given the opportunity to outline the offending behaviour and its impact(s) in their own

words; and the respondent will be given the right to respond to the complaint in full.

6.11 Interventions at this stage should adopt a confidential, non-confrontational approach with a view to resolving the issue.

6.12 The Informal Complaints Process may take a variety of forms subject to the wishes of the Complainant, but will most commonly include the following elements:

6.12.1 The respondent will be informed that a complaint has been made and will be given the particulars of that complaint.

6.12.2 Both the complainant and the respondent will be given the opportunity to bring a support person or representative to participate in the Informal Complaints Process.

6.12.3 Both the complainant and the respondent will be given an explanation of the processes used to address complaints of sexual harassment (i.e. the processes contained within this policy).

6.12.4 Both the complainant and respondent will be advised on support services available (e.g. services listed in section 11.3 and any other relevant services in the complainant's state or territory). The complainant and the respondent can request a support person to be provided by the party to support the individual through the informal or formal complaint process.

6.13 The complaint will be considered resolved when:

6.13.1 A common understanding of the factual circumstances surrounding the complaint has been established; and

6.13.2 The respondent has taken responsibility for the offending behaviour and a behaviour management plan has been established to prevent further offending behaviour to the satisfaction of the member/s administering the Informal Complaints Process; and/or

6.13.3 An apology has been given by the respondent; and/or

6.13.4 The complainant is satisfied that their complaint has been resolved; or

6.13.5 The complainant withdraws their complaint; or

6.13.6 The complaint is referred to the Formal Complaint Resolution Process.

6.14 A record will be kept of agreements or decisions made as part of the Informal Complaint Process. This record will be kept confidentially and securely by the Australian Greens Secretary and may be referred to if the agreement is not kept, the behaviour recurs, or further complaints are made against the respondent. The existence of the record is not in itself a disciplinary action but may be used in future disciplinary actions if further complaints are made. A record of the complaint will not be kept on the complainant's record.

7. Formal Complaint Process

7.1 If a complainant elects to participate in the Formal Complaint Process, the complainant should contact the National Manager or an Australian Greens Co-Convenor or the manager or supervisor of the complainant.

7.2 The complainant can withdraw their complaint at any time throughout the process.

7.3 The Australian Greens Co-Convenors are empowered to conduct the Formal Complaint Process or to delegate the conduct of this process to any other member/s of the organisation with appropriate skills and expertise in mediation or conciliation.

7.4 In some circumstances the most effective complaint process may be available at the State member body level. The Australian Greens National Manager or Co-Convenors will discuss this with the complainant and provide support for the complainant to access the appropriate mechanism – see the MOU (Appendix).

7.5 If the Australian Greens Co-Convenors determine that it would be more effective or appropriate to co-opt an external facilitator to investigate and administer the Formal Complaint Process they are empowered to do so.

7.6 At any point that the Australian Greens Co-Convenors or National Manager reasonably believe it to be necessary, they may stand the respondent down from duties, temporarily suspend their membership privileges or take any other step to ensure the safety of the complainant or any other party, insofar as they are

empowered to do so, or make recommendations to a Member Body to take the aforementioned steps, noting that such steps must be reasonable given all the circumstances.

7.7 The Formal Complaint Process must be instigated within 14 days of a complaint being referred regardless of when the incident occurred. An investigation should be completed, and findings issued, within 30 days of the Formal Complaint Process being implemented. This timeframe may be extended with the agreement of the complainant and respondent, or if justifiable circumstances prevent the full process being satisfactorily completed within this timeframe. If the timeframe is extended the complainant and respondent will be informed of the revised timeframe for completion and reasons for extension.

7.8 The Formal Complaint Resolution Process requires:

7.8.1 An investigation to be carried out into the complaint; and

7.8.2 A finding of fact as to whether the alleged behaviour occurred on the balance of probabilities; and

7.8.3 A determination regarding whether the behaviour referred to in 7.8.2 constitutes sexual harassment; and

7.8.4 A recommendation as to any disciplinary action to be taken against the respondent and/or support to be provided to the complainant to be actioned by the Australian Greens Co-Convenors, National Manager or recommended to the relevant Member Body where appropriate.

7.9 As part of a formal investigation:

7.9.1 Both the complainant and the respondent will be given the opportunity to bring a support person or representative to participate in the Formal Complaints Process.

7.9.2 Both the complainant and the respondent will be given an explanation of the processes used to address complaints of sexual harassment (i.e. the processes contained within this policy).

7.9.3 Both the complainant and respondent will be advised on support services available (e.g. services listed in section 11.3 and any other relevant services in the complainant's state or territory). The complainant and the respondent can request a support person to be provided by the

party to support the individual through the informal or formal complaint process.

7.9.4 Interviews with parties involved (which may include the complainant, the respondent, and any witnesses) to obtain information regarding the complaint.

7.9.5 Interviewing will take place with each party separately. Each party asked to participate in a formal investigation is entitled to have a support person present if desired.

7.9.6 The investigator will comprehensively and accurately document all information obtained during the interviews including the parties involved, timing, location, and nature of conduct complained against.

7.9.7 The investigator will also document the time, nature, parties present and information given of the interviews themselves.

7.9.8 If the investigator considers it appropriate for the safe and efficient conduct of an investigation, workplace participants, or party members or volunteers, may be stood down from their duties, or provided with alternative duties, during an investigation in which case they will be paid their normal pay (if any) during any such period.

7.9.9 Throughout the investigation process, all parties involved in the investigation will be regularly updated about the investigation.

7.9.10 The findings as to whether sexual harassment, intimidation or assault has occurred will be determined on the basis of the evidence, and on the balance of probabilities.

7.9.11 Recommendations regarding disciplinary action must be made by the investigator if it is determined that sexual harassment, intimidation or assault has occurred. These are contained in section 8 below.

7.10 Where the complainant is not in a position to provide or recommend actions in response to an incident, the Australian Greens may determine an appropriate response, following consideration of the information available. Appropriate responses may include:

7.10.1 Investigating the complaint with the information available to the Australian Greens and taking disciplinary action according to section 8 below;

7.10.2 Having a discussion with one of the parties to the complaint about their alleged behaviour;

7.10.3 Organising a training session for staff, members or volunteers about sexual harassment; or

7.10.4 Closing the matter without further action if there is insufficient information to proceed, or if the matter has been otherwise resolved, discontinued or if the matter is transferred a different complaints mechanism.

8. Disciplinary Action

8.1 On the basis of any finding, possible outcomes of the investigation may include a number of recommendations, but will not be limited to, any combination of the following:

8.1.1 counselling;

8.1.2 disciplinary action against the respondent (e.g. suspension (of volunteer duties and/or of membership rights), probation, dismissal, initiation of expulsion proceedings);

8.1.3 official warnings that are recorded securely and lodged with the Australian Greens and the relevant Member Body;

8.1.4 disciplinary action against the complainant if there is strong evidence that the complaint was vexatious or malicious;

8.1.5 formal apologies and undertaking that the behaviour will cease;

8.1.6 conciliation/mediation conducted by an impartial third party where the parties to the complaint agree to a mutually acceptable resolution;

8.1.7 reimbursing any costs associated with the harassment;

8.1.8 re-crediting any leave taken as a result of the harassment; and

8.1.9 restrictions on a member volunteering or working on a campaign, or attending meetings, for a defined period.

8.2 On completion of the investigation, all parties will be informed about the investigation findings and the outcome of the investigation, including next steps.

8.3 The outcome, and any possible disciplinary or other action will be informed by:

8.3.1 the severity and frequency of the alleged harassment;

8.3.2 the objective weight of the evidence;

8.3.3 the wishes of the complainant;

8.3.4 the level of understanding of the conduct, contrition and commitment to modify behaviour on the part of the respondent; and

8.3.5 whether there have been any prior incidents or warnings, including those that were resolved informally.

8.4 Every complaint must be investigated fully, and any disciplinary action recommended must be based on the full factual circumstances of the particular complaint. However, Table 8.5 below will be referred to for guidance about appropriate disciplinary actions in response to relevant conduct.

8.5 Disciplinary action matrix

Severity of harassment* **	Examples of conduct	Possible disciplinary action	Other considerations *NB: this is not an exhaustive list
Minor	Unwanted advances of a verbal nature including asking complainant out on dates; unwanted or inappropriate compliments and/or unwanted and inappropriate body language, staring, gestures etc.	Formal training or guidance on appropriate behaviour; warning issued that behaviour must desist; apology and/or conciliation.	The distress experienced by the complainant, whether the complainant is regularly working or volunteering with the respondent, the level of insight and contrition expressed by the respondent.

Severity of harassment* **	Examples of conduct	Possible disciplinary action	Other considerations *NB: this is not an exhaustive list
Moderate	Explicitly sexual comments, compliments or contact that causes distress and is part of an ongoing pattern of behaviour.	Any of the above plus: suspension from duties and/or the party; implementation of a probation period if the respondent is to resume duties/ activities; prohibition from activities that involve contact with the complainant; formal apology; formal warning with further disciplinary action if behaviour does not desist; expulsion or any other necessary steps if the respondent refuses to comply with any directives given as part of the Formal Complaint Process.	As above; and any history of harassment that was considered 'minor' in nature.
Serious***	Any unwanted physical contact that is sexual in nature; any unwanted and inappropriate conduct that is sexual in nature and is humiliating, degrading or distressing; any conduct that is accompanied with threats (to physical safety, reputation, employment, volunteering etc.)	Suspension or expulsion from the party; suspension or prohibition from participating in certain campaign, volunteering or work duties or activities; formal apology; referral to appropriate perpetrator counselling services.	As above; and the safety of any member, volunteer, staff or supporter of the Australian Greens who may be in contact with the respondent.

Severity of harassment* **	Examples of conduct	Possible disciplinary action	Other considerations *NB: this is not an exhaustive list
Potentially criminal	Any allegation of criminal conduct (sexual assault, indecent assault e.g. touching (or threatening to touch) a person's body in a sexual manner without consent. It can include acting in a threatening manner in person, by phone or electronic means, for example by making sexual innuendo, or other statements or actions designed to intimidate or induce fear in a person (e.g. stalking).	Suspension or expulsion from the party, suspension or prohibition from participating in all campaign, volunteering or work duties or activities; formal apology; referral to appropriate legal processes if the complainant wishes, referral to appropriate perpetrator counselling services	Any directives or recommendations from Police if appropriate; and the safety of any member, volunteer, staff or supporter of the Australian Greens who may be in contact with the respondent.

* This is not intended to suggest that any form of sexual harassment is not serious, harmful or distressing. The categories are merely guidelines to assess the severity of certain forms of conduct in an attempt to provide guidance on appropriate disciplinary actions to promote consistency and transparency. The Australian Greens' recognise every person's experience of sexual harassment will be different.

** Other facts may change the categorisation of particular conduct, for example a significant power imbalance between the parties (e.g. age, position in the party, a supervisory role, vulnerability of the complainant) may mean that conduct that would otherwise be assessed as minor harassment category should be treated more seriously.

*** Conduct that is 'serious' may also be criminal. If this is found to be the case on the balance of probabilities, the disciplinary action must reflect the criminal nature of the conduct.

8.6 Following an investigation concerning a sexual harassment complaint, the Australian Greens Co-Convenors and/or the National Manager will:

8.6.1 Follow up with the parties involved to monitor the situation and their wellbeing within one month of the formal finding being issued.

8.6.2 Educate and remind all employees and volunteers of their obligations and responsibilities in relation to providing a workplace free from sexual harassment within one month of the formal finding being issued. Where appropriate, employees, volunteers and members should be informed that there has been a formal investigation, finding and that the conduct was unacceptable.

8.7 If the investigation determines that sexual harassment has occurred, the Australian Greens Co-Convenors or National Manager must forward a summary of the complaint and the action taken to the Australian Greens Secretary to be placed in the respondent's record within 14 days of the finding being issued. Under no circumstances will a record of the complaint be placed on the complainant's record.

Note: if the recommendation requires disciplinary action to be carried out by a Member Body (in the case of suspension, expulsion etc.) it will be the decision of the Member Body whether this step is taken. See the MOU (Appendix).

9. Procedures for Dealing with Criminal Conduct

9.1 Some conduct may be criminal in nature (e.g. rape or other forms of sexual assault, stalking, indecent exposure, physical molestation, obscene phone calls, threats to harm).

9.2 The Australian Greens is unable to resolve matters of a criminal nature internally. However, the Australian Greens is committed to supporting in any way possible any complainant who wishes to report any matter to the police.

9.3 An internal investigation can be carried out only for the purpose of establishing the nature of the conduct on the balance of probabilities and taking appropriate disciplinary action where it is found that the alleged conduct occurred.

9.4 Where the complainant reports the matter to the police, the Australian Greens will cooperate fully with the police (including any requests to suspend or pause internal processes until the conclusion of the police investigation).

9.5 Complainants will be advised by the Australian Greens Co-Convenors of

the option of police support or intervention, and the Australian Greens' willingness to cooperate fully in any investigation that may ensue.

9.6 It is not the obligation or duty of the Australian Greens to report such matters to the police on behalf of the complainant unless the conduct falls within mandatory reporting requirements in certain jurisdictions.* However, the Australian Greens recognise the need to balance the right of a complainant to have their confidentiality protected and wishes respected, with a duty of care to the safety of others.

* E.g. child abuse or domestic violence in the Northern Territory

10. Procedures for Responding to Complaints of Victimisation

10.1 The Australian Greens are committed to eliminating sexual harassment within our party. Part of meeting this goal requires ensuring that victims of sexual harassment can make complaints without being further victimised.

10.2 As such, the victimisation or retaliation against any person who complains of conduct which falls within this policy is prohibited (whether or not that complaint resulted in a finding that the offending behaviour had occurred).

10.3 If a complainant complains of victimisation as a result of their complaint, the steps described in sections 6 and 7 of the policy will be followed to investigate.

10.4 Disciplinary action will be taken against anyone who is found to have victimised or retaliated against a person who has complained of sexual harassment. This disciplinary action could take the form of:

10.4.1 Counselling;

10.4.2 Disciplinary action against the respondent (e.g. suspension (of volunteer duties and/or from the party), probation, dismissal, initiation of expulsion proceedings);

10.4.3 Official warnings that are noted in the party's member and volunteer databases;

10.4.4 Disciplinary action against the complainant if there is strong

evidence that the complaint was vexatious or malicious;

10.4.5 Formal apologies and undertaking that the behaviour will cease;

10.4.6 Conciliation/mediation conducted by an impartial third party where the parties to the complaint agree to a mutually acceptable resolution;

10.5 The outcome, and any possible disciplinary or other action will be informed by:

10.5.1 The role and responsibilities of the respondent (e.g. if the respondent is in a position of power such as a manager or supervisor or is a member, volunteer, peer);

10.5.2 The objective weight of the evidence;

10.5.3 The wishes of the complainant;

10.5.4 The severity of the conduct;

10.5.5 The level of understanding of the conduct, contrition and commitment to modify behaviour on the part of the respondent; and

10.5.6 Whether there have been any prior incidents or warnings.

11. Additional Support

11.1 The Australian Greens Co-Convenors and National Manager, and any other person who is given delegated responsibility to respond to, or assist with, allegations of sexual harassment, will be provided with formal training to perform these duties effectively and with sensitivity.

11.2 Any person who makes a complaint of sexual harassment will be advised that they can also approach their union, the Human Rights Commission or the relevant state or territory anti-discrimination agency for information and confidential advice.

11.3 Any person who makes a complaint of sexual harassment will be provided with information about service providers who may be able to offer additional support. These may include (note that this is not an exhaustive list of

all support services):

11.3.1 National:

1800 RESPECT counselling service: www.1800respect.org.au

Rape and Domestic Violence Services Australia:
www.rape-dvservices.org.au

Another Closet: <http://www.anothercloset.com.au/>

11.3.2 Australian Capital Territory

Victim Support: www.victimsupport.act.gov.au/home

Canberra Rape Crisis Centre: <http://www.cccc.org.au/>

11.3.3 New South Wales

NSW Health (contains a directory of sexual assault support services in NSW)

11.3.4 Northern Territory

Northern Territory Government (contains a directory of sexual assault support services in NT)

11.3.5 Queensland

Queensland Government (contains a directory of sexual assault support services in Queensland)

11.3.6 South Australia

Yarrow Place: <http://www.dvrcv.org.au/yarrow-place>

11.3.7 Tasmania

Sexual Assault Support Service: <https://www.sass.org.au/> (Southern Tasmania)

Laurel House: <http://www.laurelhouse.org.au/> (North and North-Western Tasmania)

11.3.8 Victoria

Victorian Centres Against Sexual Assault (CASAs) (contains a directory of sexual assault support services in Victoria): <https://www.casa.org.au/>

Victorian Aids Council: <https://vac.org.au/> and subsidiary website switchboard.org.au

11.4 Any respondent to a complaint of sexual harassment will be provided with information about service providers available to them. These may include:

11.4.1 DV Connect Men's Line: 1800 600 636

11.4.2 Men's Line Australia: 1300 798 978 <https://mensline.org.au/> (contains a listing of men's behavioural change programs in Australia)

11.4.3 In Victoria: VAC, 1800 134 840 (VAC also runs the ReVisioning Men's Behaviour Change Program for same-sex and same-gender attracted men who use violence)

11.4.4 In Tasmania and Victoria: Switchboard switchboard.org.au
Phone: 1800 184 527

11.4.5 Men's referral service, 1300 766 491

12. Taking all reasonable steps

12.1 The Australian Greens acknowledge the legal, as well as moral, responsibility to take all reasonable steps to prevent sexual harassment in the workplace and the organisation. As such, the organisation commits to the following:

12.1.1 Circulation of this policy to all employees, office bearers and Convenors of national working groups within the party as well as ensuring the policy is publicly available;

12.1.2 Development of a 'First Responder' guide to be made available on Greenhouse to any member who may be the first contact point of someone who has experienced sexual assault or harassment;

12.1.3 Formal training to be delivered to national office bearers and the National Manager to ensure the effective implementation of this policy;

12.1.4 Office Bearers are encouraged to develop a critical incident register or any critical incidents which occur within their states, and any incidents which fall within the purview of this policy.

12.1.5 Regular monitoring of compliance and the effective implementation of this policy will take place every six months at a national Office Bearers Group meeting where the Australian Greens can report back about how complaints have been undertaken and resolved. We strongly encourage feedback from complainants who wish to provide their feedback either through their party mechanisms or directly to the Office Bearers Group;

12.1.6 Regular monitoring of compliance and the effective implementation of this policy will take place at least annually at the meeting of Member Body Convenors and Secretaries.

APPENDIX – Memorandum of Understanding: Access to Internal Sexual Harassment Policies, Processes and By-Laws

Between:

Australian Greens National Council and

Australian Greens Party Room and

Australian Capital Territory Greens and

Greens New South Wales and

Northern Territory Greens and

Queensland Greens and

The Greens South Australia and

Tasmanian Greens and

Victorian Greens and

The Greens (WA)

1. Preamble

1.1 The Australian Greens, all of our Member Bodies and all of our Parliamentary Representatives are committed to providing a safe environment for all members and volunteers. We will not tolerate sexual harassment, assault or violence under any circumstances.

1.2 All complaints of sexual harassment will be taken seriously, handled efficiently, and treated with respect and confidence.

1.3 The purpose of this Memorandum of Understanding is to ensure that all participants in the context of Australian Greens activities have access to processes that are available to a person who has experienced Sexual

Harassment within those spaces. This includes, but is not limited to, Australian Greens online spaces and organised activities.

2. Purpose

2.1 The purpose of this Memorandum of Understanding ('MOU') is to ensure that there is a shared understanding of the responsibilities of the national organisation and the Member Bodies with respect to handling complaints about sexual harassment, intimidation and assault arising out of National Activities.

3. Role of Member Bodies

3.1 Member Bodies, as the organisations with which individuals hold membership, have the greatest scope to respond to allegations regarding conduct of their members.

3.2 All Member Bodies commit to developing internal processes to manage complaints of sexual harassment, assault or intimidation. Each Member Body will provide the Australian Greens with a copy of their processes to address complaints in relation to sexual harassment assault or intimidation.

3.3 All Member Bodies commit to ensuring that their processes are capable of responding to complaints arising out of national activities, including complaints raised by event attendees, volunteers, supporters and members of other Member Bodies.

3.4 All Member Bodies commit to ensuring that their processes allow for a support person to accompany a complainant through each stage of their complaints process.

3.5 All Member Bodies commit to ensuring that the National Council is informed of the outcome of any complaints received that arise out of national activities.

4. Role of The Australian Greens

4.1 The Australian Greens will provide support for complainants to access the appropriate Member Body's complaint processes for complaints arising out of national activities.

4.2 In the event that a Member Body does not have a process to deal with complaints of sexual harassment, assault and intimidation, the Australian Greens will provide a process to manage those complaints where they arise from a national activity.

4.3 Where the Australian Greens conduct a complaints process, they commit to ensuring that the relevant Member Body/ies are informed of the outcome of any such process.

4.4 In the event that a Member Body does not have a process to deal with complaints of sexual harassment, assault and intimidation, the Australian Greens will provide that member body with support in developing that complaints process.

5. Conclusion of Complaints Processes

5.1 At the conclusion of any complaints process:

5.1.1 The relevant Member Body and the Australian Greens will co-operate to ensure that the outcomes of that process are acted upon at a State and National Level; and

5.1.2 The national organisation and Member Bodies will cooperate on developing responses to ensure the safety of all participants at future national activities.