

Sexual Harassment, Bullying, Discrimination & Misconduct Complaints-Handling Policy and Procedure



PREAMBLE

As a Party committed to equality, Victorian Labor aims to ensure everyone has an equal opportunity to advance and to fully participate in our Party's forums, whether as members, employees and volunteer supporters. A key foundation for this involves the creation of safe and inclusive environments for everyone at all levels and forums of the Party.

This policy establishes both the means of supporting **members or volunteers** who have experienced sexual harassment, bullying or discrimination misconduct, as well as managing complaints and investigations when a member or volunteer is aggrieved by such incidents. A separate **workplace policy** exists to cover the **actions of employees** towards others, between themselves and/or experienced from volunteers (ie. organisers feeling unsafe due to campaign volunteer actions etc), so that these are promptly dealt with as HR matters.

Sexual harassment, bullying and discrimination can cause physical, emotional, sexual, psychological or economic harm and can happen in the form of harassment, bullying or assaults, unfair decisions, denial of opportunities, offensive actions by email or over the internet, and other forms of detriment, including on the basis of a personal attribute. It also includes violence perpetuated against those who do not conform to dominant gender stereotypes or those who don't conform to socially accepted gender roles or genders themselves. These actions often express power inequalities between women and men and/or against people of less dominant groups.

Victorian Labor has zero tolerance for sexual harassment, bullying or discrimination. As part of our commitment to safe spaces, we have also established a Gender Equality Working Group to consider a number of proactive actions, including a Rule Change with a Code of Conduct.

DEFINITIONS

What is Sexual Harassment?

Sexual harassment is unwelcome sexual advances, unwelcome requests for sexual favours or any other unwelcome conduct of a sexual nature, in circumstances which could be expected to make a reasonable person feel offended, humiliated or intimidated. Sexual harassment is unlawful and will not be tolerated by Victorian Labor. Sexual harassment can take many forms and may include physical contact, verbal comments, speculation or probing questions about another person's sexual behaviour or orientation, jokes, propositions, the display of offensive material or other behaviour which creates a sexually tense or hostile environment. Sexual harassment may also include:

- Staring
- Leering
- Unwelcome touching or unnecessary familiarity
- Suggestive comments or jokes
- Sexually explicit materials
- Unwanted invitation to go out on dates
- Requests for sex
- Intrusive questions
- Sexually explicit correspondence or communications via social media between volunteers or members

What is Bullying?

Bullying is repeated, unreasonable behaviour directed towards an individual or group of individuals that creates a risk to health and safety. Bullying experienced by members or volunteers includes verbal insult, abuse, personal attacks, undermining, threats and intimidation.

Bullying is a crime in Victoria and will not be tolerated by Victorian Labor.

Sexual Harassment, Bullying, Discrimination & Misconduct Complaints-Handling Policy and Procedure



What is Discrimination?

Discrimination is treating someone less favourably because of a characteristic that the person has, or that the person is assumed to have. Discrimination is against the law under Victorian and Federal laws and will not be tolerated by Victorian Labor. This policy prohibits discrimination on the basis of legally protected attributes under Victoria and Federal laws, which include (but are not limited to):

- sexual orientation;
- carer or parental status,
- disability (including physical, sensory and intellectual disability, work related injury, medical conditions, and mental, psychological and learning disabilities),
- race (including colour, nationality, ethnicity and ethnic origin),
- sex,
- age,
- marital status,
- gender identity, lawful sexual activity and sexual orientation,
- pregnancy and breastfeeding,
- religious belief or activity, and
- association with another person who has or is assumed to have one of these personal characteristics..

Other Misconduct

Any other behaviour breaching an approved Code of Conduct within our Rules can form the basis of a misconduct complaint.

1.APPLICATION OF THE POLICY

1.1 This *Sexual Harassment, Bullying, Discrimination and Misconduct Complaints Handling Policy and Procedure* (hereon referred to as the Misconduct Policy) applies in circumstances where the Party Officers are exercising their power under Rule 7.2.6 to resolve a grievance relating to an alleged misconduct detailed within the preamble which does not involve charges before the Disputes Tribunal.

1.2 With regard to the jurisdictional parameters, this policy applies to sexual harassment, bullying, discrimination or misconduct that occur **at or within** the following Party structures, activities, and/or affiliated forums:

- Branches;
- Party functions/forums (including any Party social media accounts)/fundraisers (including those for all internal elections);
- Victorian Young Labor;
- Governance/Policy Committees;
- Constituent units;
- Community Action Network (CAN) activities/events, including but not limited to phone banks, door knocks, official events held in private homes, licensed premises and public spaces.
- Campaign activities
- Head Office

Whilst sexual harassment, bullying, discrimination or misconduct is unacceptable anywhere, this policy excludes the following forums as they are outside the jurisdiction and application of Party Rules:

- Non-affiliated forums eg: University Clubs, university student unions etc
- Other forums not set out in the inclusions.

1.3 We encourage people wishing to seek support or redress in the event of experiencing misconduct which constitutes a crime or breach of the law to also speak to the relevant law enforcement authorities, [anti-discrimination agencies](#), and/or their local [Centre Against Sexual](#)

Sexual Harassment, Bullying, Discrimination & Misconduct Complaints-Handling Policy and Procedure



Assault (CASA). If the misconduct occurs in other forums, we encourage redress through the relevant authorities – for example, workplaces and/or tertiary institutions.

- 1.4 The Policy can apply to both historical or current complaints.
- 1.5 In the event of a matter where there may be a perceived conflict of interest or power imbalance for the investigator or decision-maker – eg. a public office holder (eg. local Councillor, State or Federal MP) and/or to prevent the President not being investigated by their peers- this will be dealt with by an external investigator.
- 1.6 References in this document to the “State Secretary” can also be their nominated nominee and references to the “President” can also be either the Senior Vice-President or Junior Vice-President, particularly if a female complainant would be more comfortable speaking to a female Party Officer. In the event of the complaint relating to the State Secretary, the matter will be dealt with by the President.
- 1.7 The Party will ensure all Officials and Officers likely to be in a position to receive complaints are trained to sensitively handle such disclosures.

2. PROCEDURE

This procedure is complemented by the visual chart within Appendix 1

2.1 Initial Notification Support process

- a. Whomever receives a notification or complaint should follow the support process articulated in *the Sexual Harassment, Bullying, Discrimination and Misconduct Support Process Resource* (Appendix 2);
- b. If the Party member/volunteer wishes to pursue a formal complaint they need to consent to their contact details being passed on to the State Secretary;
- c. If the complaint is revealed in the media or by a third party, the State Secretary or President will make contact with the Complainant to let them know of their rights under this policy and/or seek their co-operation to undertake our own investigation.

2.2 Confidentiality

- a. All complaints lodged in accordance with this Policy will be kept confidential as far as possible, consistent with procedural fairness to the accused person and the protection of health and safety. However, in the event of any likelihood of this matter entering the media domain by other means, the Party reserves the right to brief any other relevant parties of the allegations where necessary, but must take strict care in doing so.
- b. A bystander who witnesses sexual harassment, bullying or discrimination misconduct is able to make a complaint under this Policy. A bystander may make the complaint anonymously if they wish to do so. The anonymity will be protected as far as reasonably possible, subject to procedural fairness.
- c. The Party has the right to pursue, act on, investigate and make determinations about any apparent instance of sexual harassment, bullying, discrimination or misconduct, of its own motion and without the need for a complaint to have been lodged by any affected individual.
- d. Only the people directly involved in the misconduct (‘Misconduct Handling Participants’) will have access to the information concerning the grievance.
- e. Misconduct Handling Participants include the following persons:
 - i. Both parties to the grievance including the person/people making the complaint (**‘the Complainant/s’**) and the person/people against whom the complaint is made (**‘the Respondent/s’**);
 - ii. The parties’ nominated support person or legal adviser;
 - iii. Those who are tasked with dealing with the grievance, including investigators, mediators and decision-makers; and
 - iv. Any witnesses.

Sexual Harassment, Bullying, Discrimination & Misconduct Complaints-Handling Policy and Procedure



- f. All documents and information relating to the grievance will be stored securely.
- g. All Misconduct Handling Participants will be informed of their obligation to maintain confidentiality at the commencement of the Misconduct Handling Process in writing.
- h. Where appropriate, Misconduct Handling Participants may be required to sign a confidentiality undertaking.
- i. Any breach of confidentiality (whether or not contained in a signed confidentiality undertaking) in relation to a complaint or the Party's handling of the complaint constitutes a breach of this policy.

2.3 Procedural Fairness

- a. The Complainant and Respondent have the right to be afforded procedural fairness.
- b. Depending on the circumstances, the identity of the person who raised the concern or complaint may be kept confidential from the Respondent.
- c. The relevant Misconduct Handling Participants will be afforded the opportunity to:
 - i. Fully explain their complaint, response and/or evidence in writing;
 - ii. Be made aware of the specifics of any allegation made against them, so that they are able to respond;
 - iii. Respond to any allegation made against them by any Misconduct Handling Participant, including in a meeting with the investigator if appropriate and feasible; and
 - iv. Have the opportunity to consider and provide comment on any evidence collected in an investigation which is inconsistent with their own evidence and which may influence the decision-maker's determination of the allegations; and
 - v. Receive a timely response to the complaint that is the subject of investigation in accordance with this Policy.
- d. The investigator will take an unbiased approach, and make a decision on the balance of probabilities on the basis of relevant evidence.

2.4 Optional Informal Resolution of Complaints

- a. Where appropriate, the Complainant may choose to approach the Respondent directly to discuss the alleged breach of this Policy and to attempt to achieve informal resolution of the concern. If the Complainant and Respondent agree, an informal dispute resolution process such as a facilitated discussion or mediation can be held.
- b. An attempt to informally resolve a complaint is at the Complainant's election, and is not a necessary precursor to other actions being taken (such as an investigation).
- c. If the parties do attempt to resolve the Complainant's concerns informally and that attempt is not successful, all other options are still available to address the Complaint.
- d. The Delegated Officer may also request mediation and/or an apology as an avenue of dispute resolution. This is detailed in 2.9 a.

2.5 Complaints Submission and Response Process

- e. In order to commence the Misconduct Handling Process, it is preferable for the complainant to provide a statement ('the Complaint') in the first instance to the State Secretary (via statesecretary@vic.alp.org.au). Alternatively the Complainant can request to be interviewed by the State Secretary and/or President to obtain a written statement. No fee is required to lodge a complaint.
- f. If the Complaint is to be dealt with under this Policy, the Complaint will be delegated to the President and/or the Senior Vice President or the Junior Vice-President ('the Delegate Officer') who will be responsible for acquiring and collating information from the relevant Misconduct Handling Participants in order to resolve the grievance;

- g. A copy of the Complaint or a summary of the Complaint must be provided to the Respondent as soon as practicable and no later than two weeks after the Delegate Officer is satisfied they have all the required information.
- h. The Respondent will be given reasonable opportunity to respond to the Complaint in writing ('the Response').
- i. The Response or a summary of the Response will be provided to the Complainant as soon as practicable.
- j. All Misconduct Handling Participants will be provided with a copy of this Policy at the beginning of the Misconduct Handling Process.

2.6 Complaints Handling process

- a. The State Secretary and President will jointly determine if a complaint should be handled in accordance with this Policy. If the complaint relates to the State Secretary, this determination will be done by the President and Senior Vice President. If it relates to the President, this joint determination will be done by the State Secretary and Senior Vice-President, and delegated to an external investigator, as per clause 1.5.
- b. If there is disagreement between the State Secretary and President roles, that decision will be deferred to the Party Officers Committee.
- c. The State Secretary and President will have absolute discretion to cease dealing with a Complaint at any time. Whilst they will aim to resolve the grievance, this may not always be possible. In the event of that joint decision, the Complainant will be informed in writing.
- d. If the State Secretary and President jointly decide that the complaint is better dealt with by the Disputes Tribunal, the State Secretary will write to the person who has submitted the complaint informing them that they should direct their complaint to the Disputes Tribunal in accordance with Rule 20.8.
- e. The State Secretary and President may decide to:
 - i. Refer the complaint to the relevant law enforcement authorities, where it is appropriate to do so, and/or
 - ii. In the interests of not requiring the Complainant to explain their story multiple times and/or if the Complainant decides not to pursue a police investigation or for any other reason, the Party may appoint an independent investigator, as part of its own investigations if it so deems it to be warranted.
 - iii. To limit any future claim of vicarious liability, and to support compliance with the Party's values and approved code of conduct, it is important that the Party investigate the matter, even if the Complainant does not wish to pursue an internal or external investigation.
- f. Any decision to either accept or decline to deal with a complaint is a matter of strict discretion and any joint decision of the State Secretary and President will in this regard be final.
- g. Complainants who choose not to pursue a complaint will still be able to access support services detailed at 2.7.
- h. A register of all complainants will be kept by the Operations Manager and a de-identified report will be provided to the Administrative Committee each June about how many complaints were received, type of incident, result of investigation and how many proceeded through the whole process. In doing so, complaints need to be carefully de-identified so that the identity of an individual cannot be identified (even through imputation). This data collection will coincide with the annual review of the policy and procedure, including a review of participants' experiences to inform any updates a year in.

Sexual Harassment, Bullying, Discrimination & Misconduct Complaints-Handling Policy and Procedure



2.7 Expert Support Service

- a. The Party recognises that individuals may require additional support for harm caused by their interaction with a Party member. Individuals will be offered appropriate counselling and support services through [CASA](#) or an independent expert service provider as soon as the Party is aware of the complaint. In line with standard Employee Assistance Programs (EAP) services, the Party will fully fund up to six counselling sessions and up to eight in exceptional circumstances, approved by the State Secretary, in consultation with the Delegated Officer. If the person has an existing relationship with a counselling professional to address this matter, they are welcome to utilise this. This will be in addition to the 12 sessions CASA offers and/or the up to [10 Medicare-subsidised sessions](#) that individuals are able to access through a GP-developed plan. These can be accessed at any point in the investigation.

2.8 Witnesses

- a. The Delegate Officer may approach any witness who is a Party member with knowledge or information required for the proper resolution of the Complaint and request that they provide a verbal or written comment.
- b. If witnesses are not Party members (eg. CAN volunteer), a request to approach will be made in writing first and the witness will have the option to accept or decline.
- c. Where appropriate, the Delegate Officers may provide a summary of the witnesses' comments to the Complainant and the Respondent, rather than providing the comments in their original form.

2.9 Determination of the Complaint

- a. Once the Delegate Officer is of the view that all the information necessary to determine the facts and resolve the grievance in accordance with this Policy has been acquired, they will consult with the State Secretary and write to the respective parties with regard to the decision and any next steps. Under Rule 7.2.6, the Officers are empowered to resolve disputes within the Party which do not involve charges before the Disputes Tribunal, and this includes the handling of complaints under this Policy. If the Delegate Officer decides that a person has breached this policy, the Delegate Officer may impose disciplinary action as the Delegate Officer deems appropriate in the circumstances, including requesting an apology, participation in a mediation session, membership suspension or membership revocation. It may also recommend engagement in programs to address behaviour change.
- b. If the State Secretary and the President jointly conclude that the matter would benefit from consultation with the Party Officers and Administrative Committee, the Delegated Officer will draft a Misconduct Handling Report in consultation with the State Secretary, in accordance with Rule 8.1.2(bb).
- c. The Misconduct Handling Report will contain the following information:
 - i. A summary of the Complaint and evidence in support of the Complaint;
 - ii. A summary of the Response and a summary of the evidence in support of the Response;
 - iii. A consideration and analysis of the relevant evidence; and
 - iv. A decision on the balance of probabilities as to whether the alleged conduct occurred or not (the facts) and a finding whether any proven conduct constituted a breach of the relevant standards of conduct and/or rules.
- d. The Misconduct Handling Report will be considered by the Party Officers Committee who will make a determination as to whether misconduct has occurred and/or the disciplinary action.
- e. A copy of the Misconduct Handling Report will be presented to all Misconduct Handling Participants before the matter goes before the Administrative Committee for consideration.
- f. Misconduct Handling Participants will be permitted to provide written comments of no more than five pages in relation to the contents of the Report. It will be at the Delegated Officer's

Sexual Harassment, Bullying, Discrimination & Misconduct Complaints-Handling Policy and Procedure



discretion as to whether the comments are provided to any Misconduct Handling Participants.

- g. A de-identified summarised version of the Misconduct Handling Report will then be presented to the Administrative Committee with the recommendation for their consideration.
- h. If the Party becomes aware of a member being engaged in a criminal matter, established by the Police, relating to sexual harassment, bullying, discrimination or misconduct, it reserves the right to either suspend or revoke membership.

2.10 Vexatious or malicious Complaints

- a. Any person who uses the Misconduct Handling Process maliciously or in bad faith may be considered to have committed a Disciplinary Offence within the meaning of Rule 20.5.1. Any decision regarding this judgement is a matter of strict discretion and any joint decision of the State Secretary and President will in this regard be final. For the avoidance of doubt, the fact that a complaint was not proven in an investigation or other determination does not mean that the complainant acted maliciously or in bad faith. A Complainant who is proven to have knowingly made a false complaint or a Complaint based on no reasonable belief in its truth (whether or not ill intent towards an individual or the Party is proven), will be considered to have made the Complaint maliciously or in bad faith.
- b. Should this situation arise, the person who has suffered detriment as a result of vexatious or malicious conduct will be encouraged to lodge a complaint in accordance with Rule 20.8.1, and the Party may lodge a complaint of its own motion.
- c. If this occurs, all relevant documents will be provided to the Disputes Tribunal in accordance with Rule 20.8.6 by the Party Officers Committee.

2.11 Complaints to be handled expeditiously

- a. The Delegated Officer will aim to deal with all Complaints as quickly as possible.
- b. Where a Complaint is unable to be resolved within a reasonable period of time, the Delegated Officer may prepare a de-identified Misconduct Handling Report, noting the irreconcilable nature of the grievance to be submitted to the Administrative Committee for their consideration.

2.12 Appeals against decisions made in accordance with this Policy

- a. In the event that the Complainant is dissatisfied with a decision of the Delegated Officer, Party Officers Committee or with the outcome of the Administrative Committee (save for a decision made under Clause 8) of the Rules, then the affected Party member should be referred to disputes procedure outlined in Rule 20.8.

2.13 Protection against victimisation

- a. Victorian law states that if a person subjects or threatens to subject a person who has made a complaint of sexual harassment to any detriment because that person has brought a dispute or complaint then that conduct may also likely constitute a breach of discrimination law. As such, Respondents will be advised that any victimisation of the complainant could be unlawful, constitutes a breach of this policy and will not be tolerated by the Party.
- b. A Misconduct Handling Participant is victimised when a Party member subjects, or threatens to subject them to any detriment because of their participation in the Complaints Process. Any victimisation of the complainant, the respondent, any witness or the decision-maker, could be unlawful, and constitutes a breach of this policy and will not be tolerated by the Party.
- c. The Party Officers Committee will take all reasonable steps to ensure that all Misconduct Handling Participants are not victimised by any other Party member.

Sexual Harassment, Bullying, Discrimination & Misconduct Complaints-Handling Policy and Procedure



Date Endorsed: 26 April 2018
Date to be reviewed: May 2019

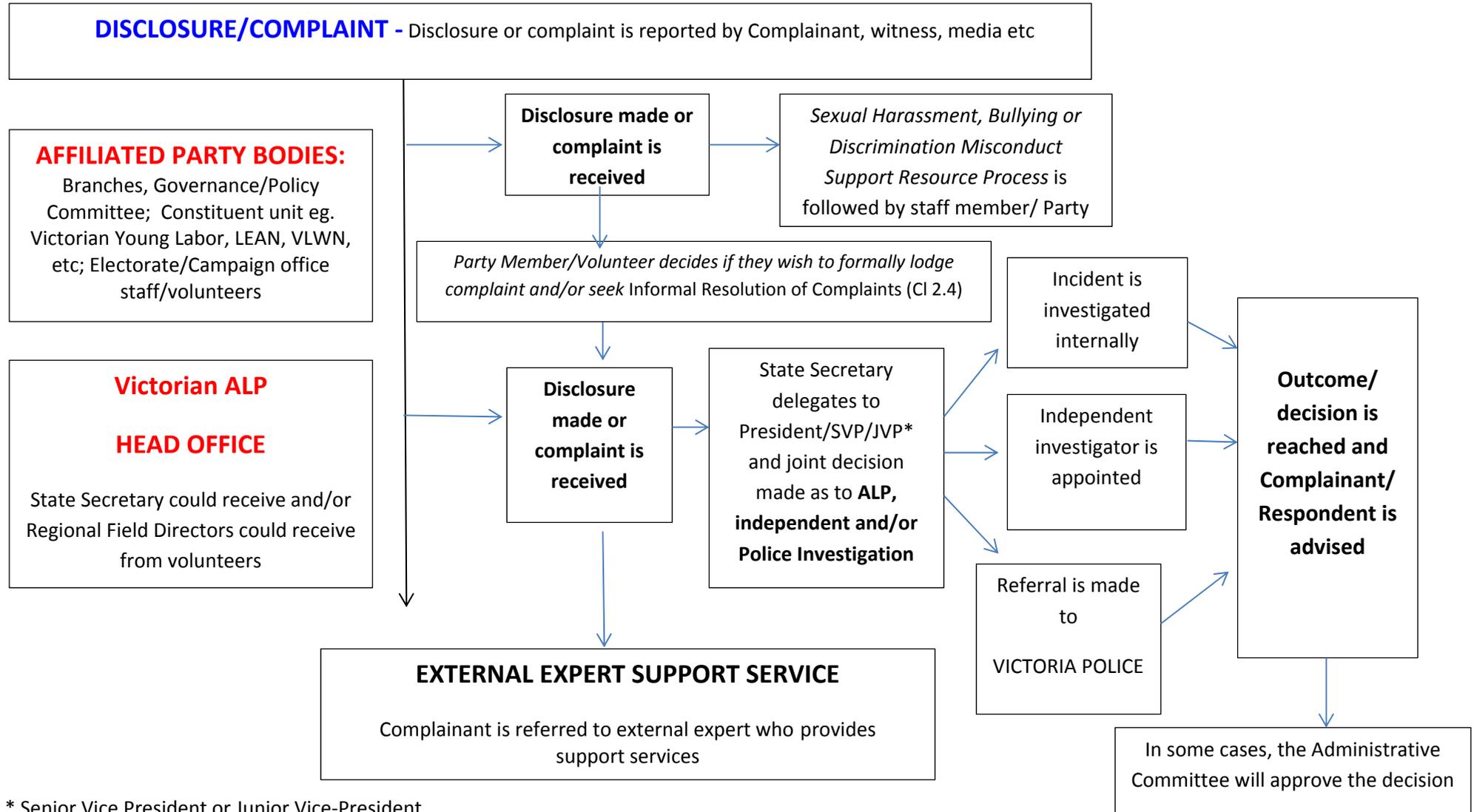
Appendix 1: Process flowchart

Appendix 2: *Sexual Harassment, Bullying or Discrimination Misconduct Support Process Resource*

Sexual Harassment, Bullying, Discrimination & Misconduct Complaints-Handling Policy and Procedure



Appendix 1: Flowchart



* Senior Vice President or Junior Vice-President

Appendix 2:

Sexual Harassment, Bullying, Discrimination and Misconduct

Support Process Resource

Victorian Labor is committed to gender equality and believes that everyone has equal opportunity to advance and to fully participate in our Party's forums, whether as members, employees and volunteer supporters. A key foundation for this involves the creation of safe and inclusive environments for everyone at all levels and forums of the Party.

This document aims to be a resource for the person who receives a disclosure or complaint about sexual harassment, bullying or discrimination misconduct. These behaviours can cause physical, emotional, sexual, psychological or economic harm and can happen in the form of harassment, bullying or assaults. It also includes violence perpetuated against those who do not conform to dominant gender stereotypes or those who don't conform to socially accepted gender roles or genders themselves. These actions often express power inequalities between women and men and/or between less dominant groups. Zero tolerance exists for such practices within Victorian Labor. Every member deserves to feel safe and respected when engaged in any Party forum or activity, whether as an employee, volunteer or supporter. For brevity, the document will refer to "member", but this covers all members or volunteers.

1. What is sexual assault?

The Centre Against Sexual Assault (CASA) describes sexual assault as sexual behaviour that someone has not agreed to, where another person uses physical or emotional force against them. This can range from sexual harassment, uninvited touching, remarks, and any coerced sexual act including rape with threats to life. It is never the victim's fault.

2. How to respond if a Member tells you they have been sexually assaulted?

This is likely to be a difficult and highly sensitive conversation. Ensure the member is in a safe environment and if they become distressed ask them if they wish to take a break from the conversation. CASA recommends that discussions with victims/survivors follow a 'Rights Advocacy' based model (ROCA):

- Rights – to information and freedom about choice
- Options – support in making informed decisions
- Control – over processes
- Advocacy – in implementing decisions.

You can inform members of their rights and options (more detail below about support options), and if the matter is related to an ALP-affiliated activity and the victim/survivor chooses to take action, the Party can both provide external support as well as receive a formal complaint to address the alleged perpetrator's behaviour.

To avoid 'story fatigue', it may be best to refer the member to a counselling service in the first instance (see 5(a) overleaf). CASA recommends that responses should at all times recognise the rights of victim/survivors to:

- Be heard and supported;
- Be treated with respect, dignity and sensitivity;
- Communicate in their own language;
- Be given accurate information and options (tell them you need to seek advice if necessary);

Sexual Harassment, Bullying, Discrimination & Misconduct Complaints-Handling Policy and Procedure



- Have control over their choices;
- Choose the way they want to be assisted and have confidentiality and privacy maintained (where possible).

3. What is your role as the person to whom the member has made the disclosure?

Apart from providing them with support options, you can also let them know that they have options to seek action against the alleged perpetrator. Apart from the police, if the incident occurred through the course of ALP-related activities (see section 1.2 within the *Sexual Harassment, Bullying or Discrimination Misconduct Complaints Handling Policy and Procedure* for definitions), and the member requests our assistance, you can make them aware of their options to lodge a formal complaint.

If the incident is not ALP-related, the member can seek redress through either the police and/or the relevant related institution through which the incident may have occurred eg. their workplace, their university etc.

You are not expected to have the specialised skills and resources required to support victims of sexual assault through the recovery process. Sometimes the best way we can help our members is by recognising that we are not equipped to provide the support needed, and to ensure that our members have access to the specialised services that can help. In these cases, your primary role is to facilitate referrals to essential support services like CASA and WIRE (see point 5).

Victorian ALP employees receiving complaints from volunteers may wish to debrief with their supervisor and/or seek further support.

4. If a Member has been sexually assaulted or harassed through their work as an employee or volunteer – what are the industrial or legal options you can advise them of or their union can help them with:

a. Raise the issue with management

If the alleged perpetrator is the worker's supervisor, raise the issue with someone more senior in the team who needs to alert the State Secretary or they can raise it with the State Secretary directly, contactable on 9933 8500.

b. External options

Depending on the circumstances, options may include:

i. Seek support from their [union](#)

ii. Sexual Harassment or Anti-discrimination claims - the Victorian Equal Opportunity & Human Rights Commission ([VEOHRC](#)) or the Victorian Civil Administrative Tribunal ([VCAT](#)):

- "Sexual harassment" under Victorian anti-discrimination law is any unwelcome sexual actions or behaviour which makes a person feel uncomfortable, threatened, offended, humiliated and /or intimidated. It could be physical, verbal or written. For example, inappropriate touching, sexually suggestive behaviour or comments, and offensive posters, emails or messages.
- Some sexual harassment may also be a criminal offence. These include indecent exposure, stalking and sexual assault, as well as obscene or threatening phone calls, letters, emails, text messages and posts on social networking sites.
- In serious cases of sexual harassment, significant damages have been obtained by the victims.

Sexual Harassment, Bullying, Discrimination & Misconduct Complaints-Handling Policy and Procedure



- iii. **Anti-Bullying Proceedings in [Fair Work Commission](#).** Orders to stop bullying at work can be obtained from FWC. The definition of bullying is broad enough to cover most sexual harassment; however, the behaviour must be repeated. 'Bullying at work' occurs when:
 - A person or a group of people repeatedly behaves unreasonably towards a worker or a group of workers at work; and
 - The behaviour creates a risk to health and safety.
- iv. **Notify [WorkSafe](#)** – sexual assault and harassment is a serious work health and safety hazard and should be dealt with as such. While we think it is important to notify WorkSafe, some unions are not currently satisfied that they are equipped to respond to sexual assault and harassment at work. VTHC's Stop Gendered Violence campaign is seeking greater engagement from WorkSafe on this issue.
- v. **[Work Safe Claim](#)** – if the relevant conduct occurred at work and has caused the member to suffer an injury (physical or psychological), they should consider whether they should lodge a WorkSafe claim or be provided with a referral to workers compensation lawyers.

In some limited circumstances, volunteers may be able to make a WorkSafe claim or anti-bullying application under the *Fair Work Act 2009 (Cth)*.

5. External Referral and Support Options

- a. **[Victoria Police](#)** - If a sexual assault has occurred (as defined in the relevant criminal law), a criminal complaint could be filed against the alleged perpetrator. The member will need to decide that they wish to make a complaint to police, however, the ALP cannot pursue criminal proceedings on behalf of its members. Complaints can be made directly to Victoria Police – their Sexual Offences and Child Abuse Investigation Team (SOCIT) locations and phone numbers across Victoria are [listed here](#).
- b. **CASA** - We also recommend that victims of sexual assault in Victoria contact the [Centre Against Sexual Assault \(CASA\)](#) – 1800 806 292
- c. **Counselling and other support:**
 - [WIRE.org.au](#) - 1300 134 130 – Monday to Friday 9am-5pm
 - **1800 RESPECT** (1800 737 732) – 24 hour telephone and online counselling, information and referral. Website here - <https://www.1800respect.org.au/>
- d. **Legal support** - If there are legal issues outside of the workplace (for example, domestic violence, stalking in or outside of the workplace), support can be provided by [Victorian Legal Aid](#) (pending eligibility) or the [Women's Legal Service](#), a legal service specifically for women experiencing disadvantage who are facing legal issues arising out of relationship breakdown and violence. They can assist with:
 - Protection from family violence (intervention orders)
 - Children living with and spending time with their parents (this used to be called "custody and access" or "residence and contact")
 - Division of property after separation
 - Separation and divorce
 - Victims of crime applications
 - Child protection.

Sexual Harassment, Bullying, Discrimination & Misconduct Complaints-Handling Policy and Procedure



- e. [Victorian Equal Opportunity and Human Rights Commission](#) is an independent statutory body with responsibilities under three laws:
 - a. *Equal Opportunity Act 2010*
 - b. *Racial and Religious Tolerance Act 2001*
 - c. Charter of Human Rights and Responsibilities.
 - d. The *Equal Opportunity Act* makes it against the law to discriminate against people on the basis of a number of different personal characteristics.
 - e. The *Racial and Religious Tolerance Act* makes it against the law to vilify people because of their race or religion.
 - f. Under the *Equal Opportunity Act* and the *Racial and Religious Tolerance Act*, the Commission helps people resolve complaints of discrimination, sexual harassment, victimisation and racial or religious vilification through a free, fair and timely dispute resolution service with the aim of achieving a mutual agreement.
 - g. Services provided by the Commission include a free telephone Enquiry Line and a free, fair and timely dispute resolution service.

Lines are open 9am–5pm Monday to Friday. Phone: 1300 891 848/ TTY: 1300 289 621 or email: complaints@veohrc.vic.gov.au

The Victorian ALP acknowledges the support of the National Union of Workers who shared their Support Resource document, which they developed with the assistance of CASA.

April 2018