

Staff Sexual Assault and Sexual Harassment (SASH) Policy & Procedures

Version	Approved by	Approval date	Review date
01	Board of Directors	August 2024	September 2025
Administrators Responsible	President, Dean, Registrar		
Purpose	The International School of Global Leaders (ISGL) enforces a zero-tolerance policy towards all forms of sexual assault and sexual harassment (SASH) to ensure safe and secure workplaces and academic environments. This policy underscores ISGL’s commitment to providing all staff with: – A safe physical and online environment, free from sexual assault and sexual harassment. – Mechanisms to prevent and address any incidents of SASH promptly and effectively.		
Application	This Policy applies to all employees (full-time, part-time, casual, and sessional), agents, and contractors of ISGL. It covers conduct in the workplace and at all work-related events, including business trips, off-site meetings and social events related to work.		
Laws and Standards	In accordance with the Sex Discrimination Act 1984, the Australian Human Rights Commission Act 1986, and the Anti-Discrimination Act 1977 (NSW), sexual harassment and assault are unlawful and strictly prohibited at ISGL.		
Definitions	Sexual Harassment: Unwelcome conduct of a sexual nature which might offend, humiliate, or intimidate the person subjected to it. Examples include unwanted physical contact, suggestive remarks, leering, and sharing sexually explicit material. Sexual Assault: Includes acts like rape, unwanted touching, and other physical violations considered non-consensual and criminal in nature. Technology-facilitated Sexual Harassment: Includes cyberstalking, online harassment and the sharing of intimate images without consent.		
Consent	Consent must be informed, voluntary, and revocable at any time. Lack of consent is often due to factors like coercion, manipulation, threats, or incapacity due to drugs or alcohol.		
Responsibilities	All staff are expected to uphold this policy and engage in behavior that contributes to a safe workplace. Supervisors and managers have specific responsibilities to act on any reports of SASH and support the affected staff.		
Reporting and Response Procedures	Informal Process: Staff are encouraged, where comfortable, to address the issue directly with the alleged offender. Formal Complaint Process: Formal complaints should be made to the Human Resources department, detailing the incident(s), individuals involved, and any evidence. Investigation: Thorough and confidential investigations will be conducted promptly. Resolution: Appropriate actions, including disciplinary measures, will be taken based on the findings of the investigation.		
Training and Awareness	Regular training sessions on sexual assault and harassment (SASH) policies and procedures will be mandatory for all staff at ISGL. These sessions are designed to increase awareness and understanding of these critical issues, ensuring that staff members are fully equipped to contribute to a safe and respectful workplace. As part of this commitment, all staff are required to complete the Epigeum SASH Module. This module provides comprehensive guidance on recognising, preventing and responding to incidents of sexual misconduct within the ISGL community. The		

	training will also cover the responsibilities of staff in maintaining a safe environment and supporting students and colleagues who may be affected by SASH incidents.
Breach of Policy	Violations of this policy will lead to disciplinary actions, which may include termination of employment in severe cases.

Related Documents

- a. Staff Code of Conduct
- b. Staff Equity Diversity and Fair Treatment Policy
- c. Staff Handbook