

Self Managed Learning Package

The implementation of this package will assist you to?

- Meet legal obligations to take 'all reasonable steps' in relation sexual harassment.
- Distinguish clearly between matters for which the employer has 'vicarious liability' and matters that are the 'personal' responsibility of those who breach the policy and/or legislation.
- Raise employees awareness about acceptable and unacceptable conduct in the course of work, including dealings with clients, co-workers and contractors.

Did You Know:

- The average cost of a complaint of harassment or discrimination that reaches HREOC is over \$35,000.
- In over 50% of sexual harassment complaints the supervisor is the alleged respondent.
- In excess of 80% of cases referred to Australian EEO tribunals, the employer is found to be 'vicariously liable' because they have not been able to demonstrate 'reasonable steps'.
- About half of all dismissals and disciplinary actions taken by employers fail in the industrial relations process through the employee defence that she/he was not properly notified of either the expectations of conduct, or the likely consequences of a breach.
- Complaints of sexual harassment comprise almost half of all complaints lodged under the Sex Discrimination Act.
- A common experience for people who make complaints of harassment is unlawful victimisation.
- Victimisation is the negative treatment that occurs as a result of a person lodging a complaint and is treated as a separate ground of the Act.
- In the past five years the number of 'victimisation' cases referred to Tribunals has almost doubled.
- After two years, two out of three complainants are no longer in the place of employment where the harassment took place, even if their case was substantiated.
- Dismissals for breach of email/internet policy are alarmingly high.
- Few are reinstated as employers are able to demonstrate employee awareness of company policies and the consequences of breaches.



Sally Jetson & Associates

*'making the workplace
a better place to be'*

Professional Conduct and Acceptable Behaviour Series

This pack addresses:

- **Sexual harassment**
- **Email and Internet**
- **Objectionable Images**

**For instant delivery
when and where you
need it ...**

**From: \$ 10.00/person
inc GST**

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Self-Managed Learning Package



You decide when and where to deliver ... it's as simple as loading the CD on a computer.

About The Package:

A compliance and awareness tool written by experts in diversity and anti-discrimination and qualified with diplomas in training and assessment.

This user-friendly kit is based on our trainer's own kit used in delivery to 10,000 participants.

It covers obligations and responsibilities relevant to state and federal anti-discrimination and related legislation as it relates to -

- **sexual harassment and commonly associated behaviours**
- **email and internet use**
- **objectionable images**

The package is 2003 up-to-date and is suitable for all Australian work environments.

Take reasonable steps by implementing this package throughout your workplace.



You call it advances, I call it advancement.

Package Information

Custom-designed to help individuals understand the laws and company policies that apply to:

- Sexual harassment and unacceptable behaviour
- Use of email and internet
- Objectionable material

So what's in the package?

Information for the Learning Co-Ordinator

Provides information and guidance for the successful implementation of the program.

License Conditions

Outlines the requirements for acceptable use by purchasers.

Sample Memo to Participants

A sample pre-program memo to all participants with information about the program and participation requirements.

CD of Quicktime Movie – 25 minutes

This 25 minute self playing movie requires Quicktime Player which is free software that will enable this movie to be played on both PC and Mac.
Download Quicktime from www.quicktime.com.

Participant Handout Material

- Sexual harassment – Frequently Asked Questions
- Internet, Email and Objectionable Images

These can be printed as handouts for all participants.

They are user-friendly and are designed to complement existing company policies on these topics.

Post-Program Quiz

The 25 item quiz should be completed after -

- viewing the movie
- reading company policies
- reading the handout material

Participants need to answer all 25 items correctly in order to successfully complete the program.

Program Completion Record

This template will enable you to keep a written record of employees participation in this program.

Sample Certificate of Completion

This Powerpoint certificate template is designed for you to easily insert company logo and other relevant details and print out for participants.

Self-Managed Learning Package

Sally Jetson & Associates



**Fully Designed and
Ready-to-Run Package:**

**From: \$ 10.00 per person
inc GST**

Why choose this package?

No hidden costs

- Base price of package - \$550 (inc gst)
- Add \$10 (inc gst) per employee for organisation size over 75 employees to a maximum price of \$5,000 (inc gst) for any organisation
- For an extra \$75 (inc gst) the movie can be customised with company badging and policy references

No software fees

- No proprietary software to be installed on your computer system
- The movie-playing software (Quicktime) is free
- PC and Mac compatible

No contract or license fees

- No annual license costs
- No site specific licenses
- What you see is what you get

Ongoing Use

- Unlimited in-house use
- Excellent induction tool

Great Handouts Too!

Includes comprehensive and user friendly handouts to complement your own policies.

- Sexual harassment – Frequently Asked Questions
- Internet, Email and Objectionable Images

**See back page for a content list of these
handout materials.**

Online Program Price Comparisons

Techniworks

\$6,000-\$15,000 per course
plus \$5,000 intranet installation
plus annual license fees
plus gst

CCH

Fees per program commence @ \$100 per person

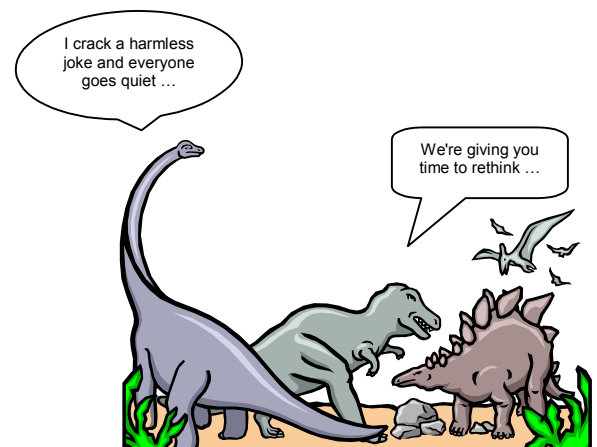
**Our training kits reflect twenty
years of practitioner know-how.**

**We are content experts and qualified
workplace assessors.**

**The materials and the messages are
sharp, practical and to-the-point.**

- ❖ Package provided as CD and hard copies in attractive presentation folder.
- ❖ Support is available to assist you with the implementation of this program.
- ❖ Package (including movie) can be custom-designed to suit your organisation's image, values and policies.
- ❖ We can refer you to clients who have implemented this and other SJA packages.

Clear and Powerful Messages about Harassment and Expectations of Behaviour in the Workplace





Summary of Handout Material:

Handout Material - Objectionable Images, Email and Internet

Use this as your company policy or update existing policies using this comprehensive material. Addresses current issues including acceptable use of email; company property; offensive communications and anti-discrimination laws; objectionable images and censorship laws; email guidelines & etiquette; comprehensive lists of prohibited uses and prohibited materials/images; comprehensive guidelines on responsibilities of users.

Handout Material – Addresses Frequently Asked Questions and Explodes Most Common Myths about Sexual Harassment – topics include:

- If someone is being harassed they should tell the person to stop.
- Can a man be sexually harassed by a woman?
- I can't be accused of harassment after hours. What I do in my own time with colleagues or customers is my own business.
- Some people who get harassed ask for it because of the way they behave.
- It's not sexual harassment to tell 'dirty' jokes or comment about 'female attributes' if the intention is to have a joke.
- Does the law require me to object to unwelcome sexual behaviour for it to be unlawful sexual harassment?
- What does 'vicarious liability' mean?
- If women want to work in a male dominated environment they need to be broad-minded about the sorts of things men say, do and look at.
- All this harassment stuff takes the fun out of work!
- Sometimes you have to excuse people for their behaviour or upsetting others because "that's just the way they are."
- What ever happened to majority rule? Why should a minority be allowed to dictate how the rest of us should behave?
- Is all harassment unlawful?
- Why is my employer telling me how to behave?
- If I was sexually harassed I'd enjoy it.
- Does the legislation cover interactions between work colleagues that occur out of working hours?
- Can I be dismissed for harassment?
- Is there an external body that employees can make complaints of sexual harassment to?
- I thought that sexual harassment only applied to direct behaviour to another employee?
- Description of relevant cases

Sally Jetson & Associates is an Australian based consultancy providing services for almost 20 years for the purpose of making the workplace a better place to be.

We provide training, organisational services and coaching. All interventions are designed and implemented on the basis of a sound business case, whether you have legal compliance requirements, a keen interest in being an employer-of-choice or want to make some changes for the better.

We provide regular training and development programs for 200 clients and offer customised and public training in complaint and grievance resolution, conflict management, conciliation, mediation and workplace investigations.

Where there are external factors that may impinge upon the management or resolution of workplace matters, our benchmark is the standard applied to those situations that have the potential to become legal or commission matters.

Compliance & Awareness Materials:

We have available a variety of user-friendly and engaging communication materials available for distribution to staff.

Where you have *legal obligations* to inform staff of expectations on matters such as EEO, harassment, bullying or professional conduct, our materials have been written to meet those requirements.

Professional Development Materials:

We also provide a variety of professional materials, publications and training packages. Our materials are suitable for managers, HR/ER/IR/EEO practitioners and associated roles.

Visit our website for a catalogue.

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