



4 Mooloobar St
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Sexual Harassment Policy

New Life Christian Fellowship is committed to creating and maintaining a work and worship environment free of sexual harassment. As such, the Church prohibits sexual harassment of its employees and attendees in any form. Employees must not engage in such prohibited conduct. Any employee or member determined to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to and including termination.

Sexual harassment is an assault on a person's privacy and integrity. Sexual harassment can also destroy the ministry itself through a decline in morale, loss of respect for the responsible party and through grieving God's blessing.

Sexual harassment is prohibited under the federal Sex Discrimination Act 1984 and includes any:

- Unwanted sexual advances, invitations or comments;
- Visual conduct such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings, screen savers or gestures;
- Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work;
- Threats and demands to submit to sexual requests
- Retaliation for having reported or threatened to report harassment.

Any employee or member of the church who is aware of any instances of sexual harassment should report the alleged act immediately to the Pastor. Any employee who believes he or she has been subject to sexual harassment should do the same.

Any report or complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses.

The Leadership team will conduct a thorough and objective investigation of the allegations will immediately and will be handled as confidentially as possible. Upon completion of the investigation, the appropriate parties will be notified of the findings.

If it is determined that unlawful harassment has occurred, the Leadership Team will invoke its Discipline Procedure and determine what action should follow.

New Life Christian Fellowship will not retaliate against any person for filing a complaint and will not tolerate or permit retaliation by management, employees or co-workers.

All employees shall sign a document stating they have read, understood and will comply with stated policy.



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Employee Declaration Form

I declare that I have read this policy and I will be bound by it.

Name:

Signature

Date:

Revisions and Changes

Adopted by Leadership Team: 24/3/23

Reviewed: 28/3/24