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## SEXUAL HARASSMENT POLICY

### 1 Rationale

- 1.1 As part of its health and safety requirements the Board operates an environment which is free as far as possible from sexual harassment.  
Sexual harassment is not acceptable in this school and the Principal and/or the Board of Trustees must consider complaints of sexual harassment sympathetically and seriously, and ensure the person making the complaint is not subjected to victimization

### 2 Policy Statement

The Board of Trustees will:

- 2.1 Create a work environment where staff and students can feel comfortably able to work free from offensive behaviour
- 2.2 Fulfill legislative requirements relating to employment and safety of staff.
- 2.3 Clarify the nature of sexual harassment and how it should be recognized and addressed.
- 2.4 Establish procedures for handling complaints.

### 3 Guidelines and Procedures

- 3.1 This school sees sexual harassment as a breach of disciplinary requirements and may involve either staff or students as perpetrators.
- 3.2 Sexual harassment occurs:
- where a person in authority tries to use that position to take sexual advantage of a person with implied or overt promises of future preferential treatment
  - in sex-related jokes or abuse
  - is illegal (e.g. with respect to the age of consent)
  - in unwanted, deliberate physical contact
  - in offensive gestures, remarks, visual or written material
- 3.3 The person responsible for the harassment should be confronted and informed that the behaviour is unacceptable and must stop. Assurances should be sought that the behaviour will stop and that an apology will be made
- 3.4 If it is decided that further action should be taken, the harasser should be informed and a decision made to lay a complaint through one of the following avenues:
- The Principal and/or the Board of Trustees (NZEI Award 2.2.3.)
  - A personal grievance case through an Industrial Advocate or an NZEI field officer (NZEI Award 9.1,9.3)

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- The Human Rights Commission through an NZEI field officer
  - A police prosecution
- 3.5 If the complainant or the offender is a minor, their parents will be informed of the incident.
- 3.6 The Principal will keep a file on sexual harassment in the school, which will be kept confidential. A record of all such incidents will include date and time of complaint, the nature of the offence and when it took place.  
When reporting to the Board of Trustees on the incidence of sexual harassment in the school, the report will be written in such a way as to keep anonymity of both the victims and offenders.
- 3.7 Confidentiality will be maintained by all those involved.
- 3.8 Where the principal is the alleged offender the matter will be referred directly to the Board of Trustees.
- 3.9 Information for staff and students will be provided in recognizing and addressing sexual harassment.

CHAIRPERSON..... *I. Belandis* ..... PRINCIPAL..... *[Signature]* .....

DATE..... *30/03/2017* .....