

SEXUAL HARASSMENT

RATIONALE:

Sexual harassment “takes away the employee equal employment opportunities, by creating a working environment in which that employee’s ability to perform is impaired. “ (Section 15 of the Human Rights Commission Act).

Sexual harassment is not acceptable in Kamo Primary 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 subject to victimisation.

PROCEDURES:

1. In the event of sexual harassment the complainant may approach:
 - The principal, staff representative, Members of the Board of Trustees.
 - An N.Z.E.I. staff liaison officer, counsellor or field officer.
2. The case should be documented by the complainant with the assistance of the supporting person or persons.
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.
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 the procedures outline in the appropriate Employment Agreement.
5. Kamo Primary School will follow Personal Grievance procedure as per the appropriate Agreement.

DEFINITION

Kamo Primary School accepts the following definition for sexual harrassment:
Sexual harrassment is verbal and/or physical conduct, including misuse of visual or written material or a sexual nature, by one person towards another. This conduct is unwelcome and offensive. If of a serious nature, or is persistent, the work performance and life satisfaction of the person subjected to it may be detrimentally affected.

CONCLUSION

Staff must have support if they are subjected to offensive or unwelcome behaviour of a sexual nature which is of such significance that it detrimentally effects their employment, job performance, or job satisfaction.

Reviewed: Term 2 2015

.....Chairperson, BOT

Review date: Term 2 2018