

GREEN BAY SCHOOL POLICIES

NAG 5 Health & Safety

5.10 Sexual Harassment

RATIONALE

To acknowledge that sexual harassment creates an environment in which a person's personal comfort, safety or ability to perform is impaired.

To ensure that any complaints of sexual harassment are dealt with professionally and fairly.

To ensure that individuals will receive support if they are subjected to offensive or unwelcome behaviour of a sexual nature.

GUIDELINES

1. In the event of alleged sexual harassment the complainant will approach:
 - a) **If an Employee:**
 - i. the Principal
 - ii. an NZEI staff liaison officer, counsellor, or field officer
 - iii. EEO Officer
 - b) **If a Student:**
 - i. a staff member
 - ii. an AP
2. The case will be documented by the complainant with the assistance of the supporting person or persons immediately.
3. The person accused of the harassment will be interviewed in the presence of an impartial third party.
4. In the case of students, on completion of the investigation parents/guardians of both parties will be notified. If further action is warranted, this will follow the school's disciplinary procedures.
5. In the case of a staff member, on completion of the investigation, if warranted, further action will be taken by following the Board's Complaints policy.
6. If it is decided that further action should be taken, the harasser will be informed and a decision made to lay a complaint through one of the following avenues:
 - i. The Principal and/or the Board of Trustees
 - ii. Personal Grievance through an Industrial Advocate or an NZEI Field Officer
 - iii. Human Rights Commission through a NZEI Field Officer.
 - iv. Police or other agency

Signed: _____
Principal

Signed: _____
Chairperson

Approved: 10.12.91
Reviewed: 15.08.95
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