

# Napier Central School



## NAG 3.11 Personnel

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### Sexual Harassment

#### Rationale

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

Sexual harassment is not acceptable in the 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 victimisation.

#### Procedures

1. In the event of sexual harassment the complainant may approach:
  - The staff representative, School E.E.O. person.
  - 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 Principal will inform the Chairperson of the Board of Trustees. Both will then inform the staff member accused, who will be advised of the school's policy and advised also to seek legal, union or advocacy representation. If the behaviour is acknowledged by the accused person, he/she will then be advised that the behaviour is unacceptable and must stop. Assurances should be sought that the behaviour will stop, and that an apology will be made (if the complainant so desires).
4. If it is decided that further action should be taken, the person accused of harassment 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
  - Personal Grievance through an Industrial Advocate or an N.Z.E.I. Field Officer
  - Humans Right Commission through a N.Z.E.I. Field Officer

#### Guidelines

1. An Equal Employment Opportunities person will be elected.
2. A school staff member has been sexually harassed in the school if a Board of Trustees member, another staff member, or parent:
  - a. Makes a request of the staff member for sexual intercourse, sexual contact, or any other form of sexual activity which:
    - Implies or overtly promises preferential treatment in the school; or
    - Implies or overtly threatens detrimental treatment in the school: or
    - Implies or overtly threatens the present or future status of the staff member; or
  - b. By:
    - The written or spoken word of a sexual nature; or
    - Physical behaviour of a sexual nature.

## **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 2016