



## MARIAN SCHOOL BOARD OF TRUSTEES

# POLICY ON SEXUAL HARASSMENT OF STAFF

### PURPOSE

Sexual Harassment is defined as any behaviour, verbal, physical, emotional or any inappropriate use of written or illustrated material with sexual overtones which causes one party to feel distressed or which may impair their work performance. Such behaviour is unacceptable in any form.

### POLICY

1. Any staff member suspecting or experiencing sexual harassment is encouraged to follow the Marian School Action Plan annexed to this policy.
2. Any allegation of Sexual Harassment made to the Principal or Board will be fully investigated.
  - i. Where the alleged harasser is a staff member, the Complaints Against Employees policy will be followed. Sexual Harassment is considered Serious Misconduct.
  - ii. Where the alleged harasser is a pupil, the Discipline policy will be followed.

### REVIEW

This policy will be reviewed by the Board of Trustees triennially.

**APPROVED** 20 March 2007

Board of Trustees Chairperson: .....

## Marian School Action Plan

### ***If Harassment Occurs:***

- Inform the harasser with a support person
- Inform a Senior Teacher, Principal or Board of Trustees member who will document the concern and what procedures will be taken to eliminate the harassment.

**Be direct, clear and confident. Tell the harasser to stop.**

If harassment continues:

- Keep a record and date of each offence
- Inform Principal or Board of Trustees

If efforts to solve problem fail and harassment continues:

Make a written complaint to any of the following with a copy to be furnished to the Board of Trustees:

- Principal
- NZEI Counsellor or independent advocate or any recognised NZEI independent advocate.
- BOT or Chairperson of Staffing Committee

If harassment does not cease, or if victimisation of the complainant occurs or if the people to whom the complaint is made do not take it seriously:

Contact

The National Office, NZEI

or Local NZEI Field Officer

or Human Rights Commission