

STELLA MARIS CATHOLIC SCHOOL

POLICY: HARASSMENT

PURPOSE

1. To ensure staff and students have support if they are subjected to offensive or unwelcome behaviour .
2. To ensure that any person accused of such harassment is given a fair hearing

DEFINITION

Harassment

Harassment occurs when someone engages in unwelcome conduct that results in a person feeling offended, humiliated or intimidated, and under the circumstances, it would be reasonable for them to feel this way.

Even if there is no intention to offend or humiliate, seemingly harmless acts such as gossip, jokes, teasing or the use of inappropriate nicknames, could all possibly constitute harassment.

Sexual harassment

Sexual harassment is unwelcome conduct of a sexual nature that makes a person feel offended, humiliated and/or intimidated, and under the circumstances, it would be reasonable for them to feel this way.

Sexual harassment in the workplace can take various forms.

It is unlawful to **sexually** harass another person even if you did not intend to do so.

Sexual harassment is not behaviour which is based on mutual attraction, friendship and respect. If the interaction is consensual, welcome and reciprocal it is not **sexual** harassment.

PROCEDURES

1. Where an employee or student has reasonable cause for concern, the complainant may approach
 - The Principal, either of the Associate Principals, or a member of the Board of Trustees
 - An N.Z.E.I. staff liaison officer, counsellor or field officer
Staff member for students.
2. The case must be documented by the complainant with the assistance of any supporting person or persons
3. The person who is the subject of the complaint should be given the opportunity to respond to the complaint, with the assistance of any supporting person or persons
4. If it is decided by the Board or the complainant that further action should be taken, the harasser should be informed and a decision made through one of the following avenues:
 - The Principal and/or Board of Trustees
 - Personal grievance through an Industrial Advocate or an N.Z.E.I. field officer
 - Human Rights Commission through an N.Z.E.I. field officer

POLICY REVIEW DATE

This Policy will be reviewed according to the Board's Effectiveness Review Programme