

# MAHANA SCHOOL PROCEDURE

## SEXUAL HARASSMENT

Sexual harassment is not acceptable at Mahana School.

- The Principal and/or Board of Trustees consider complaints of sexual harassment sympathetically and seriously.
- The person making the complaint is not subjected to victimisation.
- Allegations of sexual harassment must be based on fact and not the product of mischief or malice.
- A member of the school community has been sexually harassed **in school** if anyone:
  1. Makes a request 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: or
  2. By:
    - The written or spoken word of a sexual nature; or
    - Physical behaviour of a sexual nature.
- In the event of a sexual harassment the complainant may approach: any staff member, a Board of Trustees member, an N.Z.E.I. Counsellor or field officer, members of the respective ancillary staff unions or a STA field officer.
- The case should be documented by the complainant with the assistance of a support person.
- 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.
- If it is decided that further action should be taken, the harassed 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 or STA Field Officer
  - Human Rights Commission
  - Police
- Victims must have support if they are subjected to offensive or unwelcome behaviour of a sexual nature.

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