

**SEXUAL HARASSMENT****Rationale:**

Sexual harassment is a form of discrimination or intimidation, which can adversely affect the learning chances, personal development, and work environment of students and/or staff. The school is committed to providing a sexual harassment-free environment.

Purpose:

To define sexual harassment and provide a procedure for making and handling complaints.

Definitions:

Sexual harassment includes any offensive verbal, written or physical conduct of an overt or implied sexual nature when:

- 2.1 it is unsolicited, unwelcome or repeated
- 2.2 submission to such conduct is implicitly or explicitly a term or condition of an individual's employment;
- 2.3 submission to such conduct is implicitly or explicitly a term or condition for decisions which would affect promotion, course completion, salary, or any other job, working or studying conditions
- 2.4 such behaviour creates an intimidating, hostile or offensive work environment for one or more employees or students

Forms of sexual harassment include, but are not limited to:

1. sex orientated jokes, cartoons, posters, pin-ups, text messaging, social networking
2. offensive questions, comments, abuse, leering;
3. unwanted and unwarranted deliberate physical contact, touching and gestures;
4. questions and comments about private life;
5. suggestive remarks;
6. requests for sexual favours including implied or overt promises of preferential treatment or threats concerning present or future employment, status or wage levels.

Scope:

This policy applies to all individuals attending/working at WBHS.

Guidelines:

1. All complaints of sexual harassment will be considered seriously and confidentially.
2. Contact persons for both students and staff will be selected. Teachers may decide to elect an advocate other than the staff contact person. Student contact persons include Whanau captains and peer sexuality tutors
3. The names of these contact people will be published within the school community by 1 March each year
4. The staff and student contact persons will receive suitable training. This training will be run under the auspices of the Guidance Counsellor (see Human Rights Commission Training Programme as a guideline).
5. Education on sexual harassment is part of the staff and student programme. The student diary carries information on sexual harassment. Overall responsibility for implementing the education programme lies with the Guidance Counsellor, assisted by colleagues
6. Any person wishing to complain of sexual harassment must present a written statement of the incident/incidences to the contact person who will file such information

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7. The Education Programme on Sexual Harassment for both staff and students will be presented annually to the Board
8. All complaints will be processed using the Complaints Policy framework.

Related policies:

1. Behaviour Management
2. Safe Schools
3. Sexual Harassment – Management Procedures
4. Complaints Policy

References or Sources:

5. Human Rights Act 1993
6. State Sector Act
7. Employment Relations Act
8. Health and Safety at Work Act 2015

Review details:

| Version No | Action | Date |
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