



2.3 HARRASSMENT

Approved by: Board of Trustees
Contact: Headmaster
Group: Leadership Team

Date effective: February 2020
Review date: February 2023
Reviewed by: LTeam PPTA NZEI

Policy Rationale

Nelson College commits itself to ensuring that all staff can work and learn in a safe and secure environment free from harassment.

Responsibility for implementation

Board of Trustees

- delegates responsibility for the implementation of this policy to the Headmaster

Headmaster

- will be responsible for ensuring the policy is implemented
- will appoint Harassment Officers x3; one Support Staffer, one Guidance Staffer, one Leadership Team

Harassment Officers

- are responsible for the actioning of the policy, its dissemination and incorporation into the induction and on-going professional development of Nelson College staff.

Harassment: Statement of Basic Principles

Definition

Harassment is any form of abuse of power or discrimination which causes offence to another or invades his or her personal dignity or personal privacy. Without limiting the preceding definition, harassment may take any of the following forms:

Intimidation/Bullying

Intimidation is any threat that frightens another, or the carrying out of that threat.

Racial, Gender Identity/Orientation Harassment

Racial/Gender/Orientation harassment is behaviour of an offensive nature towards another which occurs by reason of the race, gender, orientation, colour or ethnic or national origin of that other.

Sexual Harassment

Sexual harassment is verbal or physical conduct, including misuse of visual or written material, of a sexual nature by one person towards another. This conduct is unwelcome and offensive, is of a serious nature or is persistent so that the work performance and life satisfaction of the person subjected to it is affected detrimentally. (Adapted from the Human Rights Commission definition).

GUIDELINES:

All forms of harassment are serious, can damage self-esteem and reputation, hinder teaching and learning and restrict job opportunities. The school will therefore:

Provide an education programme so that all members of the school community are aware of what constitutes harassment, and what treatment they have a right to expect from others.

Confidentiality will be maintained wherever possible and appropriate grievance procedures provided to handle complaints of harassment: including

- a) the Headmaster is informed by a harassment officer of a complaint having been lodged.
- b) parties may be provided with the offer of discretionary leave, support and/or counselling external to the College.
- c) Parties may be given the opportunity to seek advice and to have a support person present at any meeting with the harassment officer.
- d) a statement by the complainant is provided to the harassment coordinator to determine the level of the complaint (ie is it sustained and/or targeted harassment);
- e) the complainant is asked to provide a written statement, giving specific dates, times, places and actual events or words, and statements, which constituted the harassment;
- f) the person accused is provided with the written complaint, the opportunity to seek advice and the presence of a support person to be present at any meeting with the harassment coordinator.
- g) the person accused will have the opportunity to respond to the complaint in person and/or in writing to the harassment coordinator/committee;
- h) procedurally at any meeting the harassment coordinator will seek potential pathways to a resolution to the complaint;
- i) a meeting between an harassment officer and individuals may occur, to discuss measures/pathways in seeking closure and a resolution. This may or may not include potential referral under the staff disciplinary policy, but it will include specific conditions to avoid further conflict where appropriate;
- j) at any point in the process the harassment officer can refer the matter to the Headmaster under the Staff disciplinary policy. The Headmaster then determines what course of action under that policy is appropriate.
- k) Both the complainant and the person accused will be provided with the opportunity to engage with a counsellor outside of the College and to have an appropriate level of discretionary leave with pay during the process.
- l) Should a harassment officer be the subject of a complaint, the matter will be investigated by the Headmaster.
- m) Should the Headmaster be the subject of a complaint the matter will be investigated by the Board of Trustees by way of a disciplinary sub-committee formed by BOT resolution

OTHER RELEVANT DOCUMENTATION:

Personnel Policies: e.g. Human Rights Regulations
Staff Disciplinary Policy
EEO Policy