



Policy on Sexual Harassment | Board of Governors

1. Rationale:

- a. Sexual harassment is illegal. Boarders and staff should be free from a form of sexual harassment within the Boarding environment.

2. Definition

- a. Sexual harassment is unwelcome, unsolicited behaviour of a sexual nature which may be physical, verbal or visual, which is significant or of a repeated nature.

3. Purpose

- a. To have a clear policy and procedure to follow to safeguard the well-being, physical and emotional community with Boarding including laying and handling complaints.
- b. To ensure all complaints of sexual harassment are taken seriously, investigated quickly, privately and fairly.

4. Guidelines:

- a. Sexual harassment includes:
 - i. Request for sexual favours implying promise of preferential treatment or threatening malice
 - ii. Sex oriented jokes, cartoons, posters, pin-ups or cut-outs
 - iii. Offensive questions, comments, abuse
 - iv. Unwanted, unnecessary deliberate physical contact, touching or gestures
- b. Sexual harassment may occur:
 - i. Among workers, students
 - ii. Among staff, students
 - iii. Among visitors, staff and/or students
- c. LAC House will ensure that all employees are aware of the implications of sexual harassment and the procedures in place to deal with any issues that arise. The New Zealand Boarding Schools' Association is developing ongoing programmes for the education of staff in this area.
- d. Any instances of suspected sexual harassment should be dealt with as follows:
 - i. The staff member or student (victim) should make it clear to the instigator (offender) that the behaviour is offensive and unacceptable and it should stop
 - ii. If the behaviour is repeated or continues then the victim should advise a Supervisor who will inform the Boarding director immediately
 - iii. The Boarding director will take immediate action which may include contacting the Chairperson of the Board of Governors Disciplinary committee
 - iv. Victims of any alleged sexual harassment have the right to privacy as does the accused until the matter has been fully investigated
 - v. If the allegation is proven, then Boarding Management will meet to determine a course of action
- e. The Boarding director will provide information on appropriate support personnel and agencies.