



PROCEDURE: HARASSMENT

Guidelines:

1. Support and advice will be given to all parties to assist them with any harassment issues if and when they occur.
2. Staff and students will be advised of the processes for dealing with harassment if it does occur.
3. The Executive Leadership team will:
 - Set the highest possible standards by example.
 - Ensure that all staff and students are aware of the harassment procedure and of expected standards of behaviour as outlined in the Staff Manual and Student Handbook.
 - Advise staff and students of possible ways of reporting harassment, ie. discussing with a teacher, trusted senior colleague, discussing with or writing to the Principal, anonymous reporting etc. If the alleged offender is the Principal, the matter should be referred directly to the Board of Trustees.
 - Act as soon as practicable when advised of alleged harassment and deal with it appropriately.
 - Ensure that the complaint is followed through even if it is referred to other parties for resolution and closure.
 - Inform staff and students that other avenues for redress exist e.g. Human Rights Act 1993, Section 21, the Employment Relations Act 2000, Section 105 and the lodging of a complaint with the Police.

Notes

1. Harassment is negative discrimination and abuse. It is a behaviour that expresses hostility and/or ridicule and is unwanted, offensive and often protracted. Harassment may involve spoken, written, visual or physical actions that cause sustained or escalating distress.
2. Students and staff must respect the rights and feelings of others. Harassment is never totally a personal issue; it has implications for all people.
3. Ignoring harassment or failing to act could be construed as giving the behaviour official sanction and may expose Elim Christian College to legal action.
4. Harassment of a racist, LGBTIQ, sexual or intellectual nature is not tolerated.