



POLICY 5.13

Sexual Harassment

Ratified at Board Meeting	30th March 2017
Next Review Due	2020

RATIONALE:

All employees and students must be able to work in, learn in, and be part of, an environment that is free from sexual harassment. Aquinas College has high expectations that the behaviour of all staff and students will be exemplary at all times, consistent with the morals and ethical teachings of the Catholic Church.

GUIDELINES:

1. The Aquinas College Board of Trustees will not tolerate sexual harassment within the College community.
2. All complaints of sexual harassment will be taken seriously, investigated quickly, confidentially and fairly. Where applicable those involved with managing the investigation should seek advice from NZSTA.
3. Sexual harassment is defined as offensive, unasked for behaviour and generally occurs when a person is subjected to unwelcome verbal or physical conduct of a sexual nature including but not limited to:
 - sex orientated jokes, cartoons, posters
 - offensive questions, comments, abuse, leering
 - physical contact, touching and gestures
 - questions and comments about private life
 - requests for sexual favours implying favourable treatment or threats of unfavourable treatment
 - text messages, digital media, cyber harassment
4. This policy should be considered in conjunction with policy 5.12, Child Protection.

PROCEDURES:

1. Students receive sexual harassment awareness information through the RE, Health and PE programmes.
2. Staff reporting process for sexual harassment should be in line with their respective collective agreements.
3. If a student wishes to make an enquiry or a complaint about sexual harassment, they may contact the College Guidance Counsellor and the Child Protection Policy 5.12 may apply.
4. If the perpetrator of sexual harassment is a staff member, they will be the subject of a disciplinary procedure in line with their respective collective agreements. If the perpetrator is a student, policy 5.10 Student Behaviour, Respect and Resilience may apply.
5. If there is no resolution, the staff member can refer to the applicable collective agreement, and in respect of a student, policy 3.1 Complaints will be referred to.