

# HEWETT HOUSE – NAPIER GIRLS' HIGH SCHOOL

## POLICY ON SEXUAL HARASSMENT

### Policy Statement

Hewett House is committed to a Hostel environment which is free from sexual harassment.

### Purposes

- To create an environment where staff and boarders can feel comfortably able to work free from offensive behaviour.
- To fulfil legislative requirements.
- To clarify the nature of sexual harassment.
- To establish procedures for handling complaints.

### Guidelines

1. Sexual harassment occurs:
  - when a person in authority or in a senior position tries to use that position to take sexual advantage of a person with implied or overt promises of future preferential treatment
  - in sex-related jokes or abuse
  - in unwanted, deliberate physical contact
  - in offensive gestures, remarks, visual or written material
2. A person being sexually harassed should seek contact with the Hewett House Manager, staff or senior boarders.
3. Hewett House will have in place an appropriate complaints procedure to deal with allegations of harassment where the above fails to cause the offensive behaviour to cease.
4. Such procedures will have due consideration to any relevant employment contract.
5. Appropriate confidentiality will be maintained by all those involved.
6. Where the Principal or Hewett House Manager is the alleged offender the matter will be referred directly to the Board of Trustees.

Adopted April 2009