

HEWETT HOUSE – NAPIER GIRLS' HIGH SCHOOL

COMPLAINTS PROCEDURE FOR SEXUAL HARASSMENT

If a staff or boarder wishes to complain of sexual harassment, they should in the first instance approach the Hewett House Manager or an appropriate staff member, who will then refer the matter to the Principal who will discuss the issue with them. If the complainant wishes to proceed formally after this discussion, the following steps are used:

1. The complaint will be made in writing.
2. The Principal and Hewett House Manager will investigate the written complaint.
3. The boarder or staff member concerned will be informed of the nature of the complaint.
4. The boarder or staff member will respond to the complaint directly to the Principal and the Hewett House Manager and shall not discuss the matter with the complainant until given permission to do this.
5. If the complaint, in the Principal's opinion, is malicious and/or injurious to the boarder or staff member's reputation, the Principal will advise the complainant that the staff member will be advised to seek legal advice.
6. If the complaint has foundation, the Principal will take legal advice and apply the appropriate industrial or mediation procedures, depending upon the circumstances.
7. The Principal will inform the complainant of her resolution of the complaint charge.
8. The complainant may refer the matter to the Board if he or she is either dissatisfied with the Principal's resolution or feels that there is nothing more to be gained by referring the matter again to the Principal.

NB If the original complaint is about the Principal, it shall be made in writing to the Board of Trustees Chairperson who will follow the correct procedure.

Adopted April 2009