



# Cedarwood School

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[www.cedarwoodschool.co.za](http://www.cedarwoodschool.co.za)

## **CEDARWOOD SCHOOL SEXUAL HARASSMENT POLICY**

This policy must be read in conjunction with the POPIA Manual

### **Purpose of the Policy:**

The purpose of this policy is to outline procedure for incidents relating with Sexual Harassment in the workplace with school employees, casual staff, volunteers, contractors and learners. It covers all persons in the workplace in the school. Every person in the workplace is responsible for maintaining a working environment free from sexual harassment and is potentially liable for his or her actions if sexual harassment occurs.

The responsibility for providing a working environment free from sexual harassment is discharged through principals, managers and school councils.

If a complaint of sexual harassment is made, or sexual harassment is observed or brought to the attention of a principal or manager, it must be acted upon immediately and managed in a sensitive and confidential manner. Managers and principals have no option but to take action once a complaint is raised. Action will be taken against any person in the workplace found to have sexually harassed another person (Inclusive of children).

Where sexual harassment is found to be substantiated, the consequences for the person against whom the complaint is made will depend on a range of factors. The consequences may include an apology, counselling, undertaking training, or disciplinary action such as dismissal, or Legal Action.

In implementing the Sexual Harassment Policy, the School affirms its commitment to the prevention of sexual harassment and the implementation of equal opportunity principles.

These principles:

- uphold the rights of all people in the workplace to a safe working and learning environment free from sexual harassment;
- support diversity and inclusive work and learning practices;
- promote respect amongst all people in the workplace;
- encourage fair and equitable treatment of people in the workplace;
- allow people in the workplace to have redress against unfair and unreasonable treatment.

In accordance with the public sector values and employment principles in the Public Administration Act 2004, the School is also committed to respecting, promoting, supporting and implementing human rights set out in the Charter of Human Rights and Responsibilities 2006.

### RECORD OF CHANGES

| <u>Date</u> | <u>Page no, heading, brief description of changes</u> | <u>Entered by</u> |
|-------------|---|-------------------|
| 15/05/18    | Spelling  | Management        |
| 18/07/18    | None  | P Kotze           |
| 30/09/19    | None  | P Kotze           |
| 11/09/20    | POPIA   | Management        |
| 11/09/21    | None  | Management        |
| 30/11/22    | None  | Management        |
| 09/11/23    | None  | Management        |
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