



SEXUAL HARASSMENT POLICY

OF THE BAPTIST THEOLOGICAL COLLEGE OF SOUTHERN AFRICA

Policy Number	HR004
Accountable Executive Managers	Principal and Registrar
Policy Owner	Registrar
Responsible Division	Human Resources
Status	Pending Review Approval
Approved by	
Date of Approval	
Amendments	
Date of Amendment	
Next Review Date	
Key Stake Holders	Employees

Signatures of Acceptance:

Board Representative	Charles de Kiewit	Date: 21 November 2024
Principal	Darryl Soal	Date: 21 November 2024
Registrar	Mark Odendaal	Date: 22 November 2024

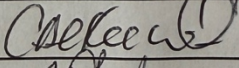
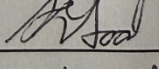
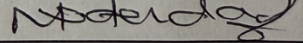


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1. PRINCIPLE AND OBJECTIVE

Every employee should work in an environment where they feel safe and comfortable and treated with respect and dignity.

2. PURPOSE

The purpose of this policy is to eliminate sexual harassment in the workplace.

3. ROLES AND RESPONSIBILITIES

- a. All College employees are expected to treat each other with respect and dignity.
- b. Management is responsible to ensure that all complaints of sexual harassment are treated with the necessary urgency, compassion and fairness.
- c. Management is responsible for advising, assisting and facilitating any investigations, disciplinary action and counselling needs which may arise from complaints regarding sexual harassment.

4. DEFINITIONS

- a. **Sexual Harassment:** Any unwanted attention of a sexual nature, which makes the complainant feel uncomfortable and unsafe.

5. SCOPE

- a. All employees of the College are subject to this policy.

6. SEXUAL HARASSMENT

- a. What is Sexual Harassment?

Sexual harassment is any unwanted conduct of a sexual nature. The unwanted nature of sexual harassment distinguishes it from behaviour that is welcome and mutual. Sexual attention becomes sexual harassment if:

- i. The behaviour is persistent although a single incident of harassment may constitute an act of sexual harassment;
- ii. The recipient has made it clear that the behaviour is considered offensive; and/or
- iii. The perpetrator should have known that the behaviour is regarded as unacceptable.

- b. Forms of Sexual Harassment

Sexual harassment may include unwelcome physical, verbal or non-verbal conduct, but is not limited to the examples listed as follows:

- i. Physical conduct of a sexual nature includes all unwanted physical contact, ranging from touching to sexual assault and rape, and includes a strip search by or in the presence of the opposite sex.
 - ii. Verbal forms of sexual harassment include unwelcome innuendos, suggestions and hints, sexual advances, comments with sexual overtones, sex-related jokes or insults or unwelcome graphic comments about a person's body made in their presence or directed towards them, unwelcome and inappropriate enquiries about a person's sex life, and unwelcome whistling directed at a person or group of persons.
 - iii. Non-verbal forms of sexual harassment include unwelcome gestures, indecent exposure, and the unwelcome display of sexually explicit pictures and objects. This includes sending of emails, text messages via cell phone, or phone calls.
 - iv. Quid pro quo harassment occurs where Management and employees undertakes or attempts to influence the process of employment, promotion, training, discipline, dismissal, salary increment or other benefit of an employee or job applicant in exchange for sexual favours.
 - v. Sexual harassment exists where a person who is in a position of authority rewards only those who respond to his or her sexual advances, whilst other deserving employees who do not submit themselves to any sexual advances are denied promotions, merit ratings or salary increases.
- c. General Policy
- i. The College shall create and maintain a working environment in which the dignity of employees is respected.
 - ii. Sexual harassment in the workplace will not be permitted or condoned.
 - iii. Allegations of sexual harassment will be dealt with seriously, expeditiously, sensitively and confidentially.
 - iv. Employees will be protected against victimisation, retaliation for lodging grievances, and from false accusations.
 - v. Care should be taken during any investigation of a grievance of sexual harassment that the aggrieved person is not disadvantaged, and that the position of other parties is not prejudiced if the grievance is found to be unwarranted.
 - vi. It is a disciplinary offence to victimise or retaliate against an employee who in good faith lodges a grievance of sexual harassment.
 - vii. However, if the offender or alleged perpetrator was unaware that some of his or her remarks might have been taken or interpreted in an untoward manner, counselling and/or warnings should be instituted (i.e. in such instances, the alleged perpetrator may be innocent but guilty of being insensitive and not in fact guilty of the disciplinary offense of sexual harassment per se).
 - viii. In view of the sensitive nature of sexual harassment, it must be treated in a different way to that of any other disciplinary offence. Great care must be taken when accusing an employee of sexual harassment in that this cannot be done in a flippant manner.
 - ix. To accuse a person of sexual harassment is to accuse such a person of committing a criminal offence and knowledge of that accusation, whether proved or unproved, impinges upon such a person's name and status both in the workplace, community and domestic environment. For this reason, accusations of sexual harassment must be properly investigated.

- x. The College employees must ensure that grievances about sexual harassment are investigated and handled in a manner that ensure that the identities of the persons involved are kept confidential.
- xi. Management and employees must endeavour to ensure confidentiality in the disciplinary enquiry.

7. PROCESS

- a. Any employee who feels that he or she has been sexually harassed should use the College's Grievance Procedures.
- b. All complaints regarding sexual harassment should be lodged in writing to Management.
- c. Management will conduct an investigation into the allegations, as per the Disciplinary Code.
- d. All parties involved in the investigation of the matter will ensure strict confidentiality at all times.

8. GENERAL

- a. Refer to Disciplinary Policy and Procedures
- b. Grievance Policy and Procedures

