

CHAPTER 11

SEXUAL HARASSMENT POLICY

DEFINATION:

1. Sexual harassment is form of prohibited sexual discrimination and is defined as unwelcome conduct of a sexual nature that:
 - 1.1. Is repeated despite being declined by the victim(s)
 - 1.2. Is personally offensive to the victim(s)
 - 1.3. Fails to respect the human right of others
 - 1.4. Interferes with work effectiveness and productivity,
 - 1.5. Creates, for the victim(S), an intimidating, hostile or offensive work environment.

2. Sexual harassment may consist of one or more of the following:
 - 2.1. Suggestive comments, remarks, or insinuations, on an
 - 2.2. The telling of sex- related jokes or jokes that demean people because of their gender,
 - 2.3. Commenting inappropriately on an employee's appearance,
 - 2.4. Requiring employees to dress in scanty attire,
 - 2.5. Starting that people of one gender are inferior to people of the other gender or cannot perform their jobs as well.
 - 2.6. Unwelcome physical contact,
 - 2.7. Obscene gestures and /or indecent exposure,
 - 2.8. Displaying sexually explicit material (e.g photos/ pictures) that offend employee in offences,
 - 2.9. Direct sexual proposition(s)
 - 2.10. Continued pressure for dates or sexual favours,
 - 2.11. Letters, telephone calls or faxes of sexual nature,
 - 2.12. Any of the above actions as a form of coercion or blackmail for:
 - 2.12.1. Employment , advancement or salary increment , or
 - 2.12.2. Lack of advancement or dismissal if the victim refuses,
 - 2.13. Any hostile or offensive behaviour in the workplace that has a sexual component.

3. It is clear that harassed employee is entitled to legal relief even without proof tha the offending behaviour has injured the employee psychologically.

STATEMENT OF INTENT :

4. Sexual harassment will not be tolerated in this Municipality, whether by top management, supervisors or employees.
5. To ensure that employees are treated fairly, all reports of sexual harassment must be treated seriously and sympathetically and there must be no hesitation to institute disciplinary steps in terms of the municipality's disciplinary procedures against alleged offenders.

PROCEDURE:

6. Any employee who has a complaint about sexual harassment must immediately report it to his/her superior. If the superior is the alleged offender a report must be made to the head of the complaint's department. Who shall inform the Municipal Manager accordingly and institute a proper investigation into the allegation.
7. Such complaints must be investigated immediately in accordance with the municipality's disciplinary procedures and be dealt with in terms thereof.
8. If investigations allude that the allegation is of a very serious nature the Municipal Manager should not hesitate to refer said complaint to the South African Police Service for disposal.

SEXUAL HARASSMENT POLICY

Policy Number:	Approved Date :
Effective Date:	Review Date:

Notwithstanding the review date herein, this policy shall remain effective until such time approved otherwise by council and may be reviewed on an earlier date if necessary.

Why have a policy?

The municipality is committed towards creating a working environment where the dignity and respect of employees, non employees and municipal councillors is upheld. We are concerned about the occurrence of sexual harassment and are committed to prevent this kind of behaviour and disapprove of any form of sexual harassment. The Municipality will deal with all allegations of harassment in a serious, expeditious, sensitive and confidential manner, and, will strive to protect the parties involved in alleged sexual harassment against victimization.