

National Sea Rescue Institute of South Africa “NPC”

Registration No 1967/013618/08

“the Institute”

Anti-Sexual Harassment Policy

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1. PREAMBLE

- 1.1 As a responsible and caring employer, the National Sea Rescue Institute (NSRI) condemns and will not tolerate any behavior which directly and/or indirectly:
- 1.1.1 Discriminate against any of its employees, volunteers and/or the general public, and/or
 - 1.1.2 Negatively affects its work environment and/or service delivery functions.
- 1.2 The National Sea Rescue Institute (NSRI) has thus developed and implemented, and will continue to review, a policy which will provide a broad framework to sensitize against sexual harassment and manage cases if and when such an unacceptable practice occurs.
- 1.3 The National Sea Rescue Institute (NSRI) is further committed to ensure that independent contractors providing services on any of its premises adopt similar policies and make these binding on all their employees and agents, as well as to ensure that all future contracts between the NSRI and third parties for the supply by the third party of services to the NSRI will require this of contractors.

2. POLICY ISSUE

To develop, implement and regularly review a policy which will provide a broad framework to sensitize against sexual harassment and manage cases if and when such an unacceptable practice occurs in order to ensure efficient, non-discriminatory and equitable service delivery, as well as to protect the NSRI against unnecessary financial claims due to unacceptable behaviour of its work force.

3. LEGAL MANDATE

This transversal policy draws its mandate from the following legislation:

- 3.1 Constitution of the Republic of South Africa, 1996 (as amended).
- 3.2 Employment Equity Act, 1998 (as amended).
- 3.3 Labour Relations Act, 1995 (as amended).
- 3.4 Basic Conditions of Employment Act, 1997 (as amended).
- 3.5 Promotion of Equality and Prevention of Unfair Discrimination Act, 2000.
- 3.6 The Companies Act.

4. POLICY OBJECTIVES

The objectives of the Anti- Sexual Harassment Policy are to:

- 4.1 Create an environment, which upholds personal integrity and freedom, and condemns any form of sexual harassment.
- 4.2 Protect the rights of people employed by the NSRI and/or serve as Governance office bearers.
- 4.3 Prevent and remove sexual harassment in the workplace.
- 4.4 Create functional and fair procedures to handle all alleged cases.

5. POLICY PRINCIPLES

- 5.1 All employees, volunteers and other persons who have a service delivery relationship and/or contacts with the NSRI have the right to be treated with dignity.
- 5.2 The NSRI strives to create and maintain an atmosphere of mutual respect among its employees and will take all reasonable steps in line with its grievance/disciplinary procedure to discourage, prevent and eliminate any form of sexual harassment.
- 5.3 Persons who have been subjected to sexual harassment in the workplace have a right to raise a grievance and have their allegations dealt with seriously, expeditiously, sensitively and confidentially.
- 5.4 Employees will be protected against victimization, retaliation for lodging grievances and from false accusations.

6. POLICY STATEMENT

Sexual harassment in the workplace will not be permitted or condoned under any circumstances, thus this policy establishes and implements functional systems to enable the facts to emerge immediately and

appropriately so that any infringement can be dealt with, through due process, in order to uphold the rights of all involved.

7. IMPLEMENTATION

7.1 SCOPE OF IMPLEMENTATION

All provisions of this policy, in so far as possible, apply to:

7.1.1. All office bearers, volunteers and employees of the NSRI.

7.1.2. All applicants for advertised positions within the NSRI.

7.1.3. All suppliers, service providers and contractors of the NSRI, and

7.1.4. All clients and other members of the public interacting with the

National Sea Rescue Institute (NSRI).

7.1.5. A non-employee who is a victim of sexual harassment may lodge a complaint with the NSRI if the alleged harassment has taken place in the workplace or in the course of the alleged harassers execution of his/her employment/volunteer duties.

7.1.6 An employee, who is sexually harassed by a supplier, contractor or other member of the public interacting with the NSRI if the alleged harassment has taken place in the workplace or in the course of the employees,volunteers execution of his/her employment/volunteer duties.

7.2 ALIGNMENT WITH OTHER POLICY DOCUMENTS

7.2.1 Code of Conduct for the NSRI;

7.2.2. Disciplinary Policy

7.3. DEFINITION

7.3.1. Sexual harassment is unwelcome conduct of a sexual nature that violates the rights of a person. The unwelcome nature of sexual harassment distinguishes it from behavior that is welcome and mutually acceptable. Such conduct substantially interferes with an employee's/volunteers performance and creates a hostile, offensive, and intimidating environment. In determining whether conduct constitutes sexual harassment the following factors are to be taken into account:

(a) Whether the harassment is on the grounds of sex and/or gender (regardless of the sexual orientation of either the complainant or the alleged perpetrator);

(b) the impact of the sexual conduct on the complainant;

(c) whether the sexual conduct was unwelcome, and

7.3.2. Sexual attention becomes sexual harassment if:

- (a) The recipient has made it clear that the behavior is considered offensive; and/or
- (b) The perpetrator should have known that the behavior is regarded as unacceptable, and/or
- (c) The unwanted behaviour persists, although a single incident of harassment can constitute sexual harassment.

7.4 TYPES AND EXAMPLES OF SEXUAL HARASSMENT

7.4.1 Sexual harassment may include unwelcome physical, verbal or non-verbal conduct, and is not limited to the examples listed within this policy.

7.4.2 Unwelcome sexual conduct includes behavior that is perceived by the recipient as demeaning, compromising, threatening and/or offensive and:

- (a) The assessment of what is unwelcome should be informed by context Including culture and language.
- (b) Previous consensual participation in sexual conduct does not mean that the conduct continues to be welcome.
- (c) When a complainant has difficulty indicating to the alleged perpetrator that the conduct is unwelcome, the complainant may seek the assistance and intervention of another person in order to make it clear that the conduct is unwelcome.
- (d) Some forms of sexual harassment are such that the alleged perpetrator should have known that the behavior would be unwelcome.

7.4.3. Unwelcome sexual conduct includes physical, verbal and non-verbal conduct.

Such conduct may be direct or indirect and may include technological devices, images and weapons. A single incident of unwelcome sexual conduct can constitute sexual harassment.

7.4.4. Physical conduct of a sexual nature includes all unwelcome physical contact, ranging from touching to sexual assault and rape, and includes a strip search by or in the presence of the opposite sex.

7.4.5. Verbal conduct of sexual nature includes:

- (a) Unwelcome innuendos, suggestions and hints, sexual advances, comments with sexual overtones, sex-related jokes or insults or unwelcome graphic comments about a person's presence or directed toward such person; and/or
- (b) Unwelcome and inappropriate enquiries about a person's sex life, and/or
- (c) Unwelcome whistling or suggestive noises directed at a person or group of persons.

7.4.6. Non-verbal conduct of a sexual nature includes unwelcome gestures, leering (suggestive staring), indecent exposure, the unwelcome displays of sexually explicit pictures and objects, and electronic mail, letters and faxes with a sexual connotation.

- 7.4.7. “*Quid pro quo*’ (also known as power player, sexual bribery or ‘this for that’) harassment occurs where a supervisor, member of management or co-employee influences or attempts to influence the process of employment, recommendation, promotion, training, discipline, dismissal, salary increment, orders or other benefit of an employee or job applicant in exchange for sexual favors.
- 7.4.8. Sexual favoritism exists where a person who is in a position of authority rewards only those who respond to her/his sexual advances, whilst other deserving employees who do not accept any sexual advances are denied promotions, favourable merit rating or salary increases.
- 7.4.9. Creation of a hostile environment occurs where the purpose or effect of the alleged sexual harassment is to interfere with another’s performance at work.
- 7.4.10. Sexual harassment can occur in relationships of unequal power or amongst peers. It is possible for women to be harassed by men or other women and men to be harassed by women or other men.

IDENTIFYING KINDS OF SEXUAL HARASSERS:

- 7.4.11. Mother/Father figure (aka counselor helper) this is a type of sexual harasser who tries to create a mentor-like relationship with the potential victim while masking their sexual intentions with pretenses towards professional or academic attention.
- 7.4.12. Groper is someone who whenever the opportunity presents itself, their hands or eyes begin to wander, engaging in unwanted physical contact that may start harmless but lead to worse.
- 7.4.13. The bully sex harasser uses sexual harassment to punish the victim for some transgression such as rejection of the harasser’s advances, or making the harasser feel insecure about her/himself or her/his abilities. The bully uses sexual aggression/harassment to put the victim in his/her “proper place”.
- 7.4.14. Serial harassers carefully build up an image so that people would find it hard to believe she/he would do any harm. They plan their approaches carefully and strike privately so that it their word against that of their victims.
- 7.4.15. Great gallant is mostly verbal behavior that involves excessive compliments and personal comments that focus on appearance and gender and are out of place or embarrassing to the recipient. Such comments are sometimes accompanied by leering looks.
- 7.4.16. One of the gang occurs when groups of men/women embarrass others with lewd comments, physical evaluation or unwanted sexual attention. Harassers may act individually in order to impress or belong the others or groups may gang up on a particular individual.
- 7.4.17. The confidante harasser approach subordinates at work as equals and friends, sharing about their own life experiences, difficulties, sharing stories to win admiration and sympathy then inviting subordinates to share theirs so as to make them feel valued and trusted. Very soon these relationships move into an intimate domain.
- 7.4.18. Incompetent, these are socially inept individuals who desire the attention their targets, who do not reciprocate these feelings. They may display a sense of entitlement, believing their victims/targets should feel flattered by their attentions. When rejected, these types of sexual harassers may use bullying method as a form of revenge.

- 7.4.19 Pests, this is the stereotypical “won’t take no for an answer” harasser who persists in hounding an individual for attention/dates even after persistent rejection. This behavior is usually misguided, with no malicious intent.
- 7.4.20 Stalking refers to persistent watching, following, contacting or observing another individual sometimes motivated by what the stalker believes to be love or by sexual anger or hostility.
- 7.4.21 Unintentional acts or comments of a sexual nature, not intended to harass, can constitute sexual harassment if another person feels uncomfortable with them.

7.5 ROLES, RESPONSIBILITIES AND DUTIES

7.5.1. THE CHAIRMAN OF THE BOARD/BOARD MEMBERS

- (a) As the Head of Governance the Chairman of the Board must ensure that policies exist to prevent and manage Sexual Harassment and that the CEO of the NSRI is held to account for the implementation of the policy.

7.5.2. The Chief Executive Officer (CEO)

- (a) CEO must take all reasonable steps to communicate this Policy to all employees and independent parties (e.g. service providers, contractors and the general public) interacting with the NSRI.
- (b) The CEO must appoint designated Sexual Harassment Contact Officers (SHCO’s) in accordance with the operational requirements of the specific Department and ensure that the designated SHCO’s are properly trained and have access to the necessary resources to fulfill their assigned functions. Employees can also become SHCO’s voluntarily. The SHCO’s, should as a group, be diverse in terms of gender, race, disability and background.

7.5.3. DEPARTMENT HEADS, MANAGERS AND SUPERVISORS

Department heads, managers and supervisors are expected to familiarize themselves with this Policy and are required to:

- (a) Create and maintain an environment that will not support or tolerate any form of sexual harassment.
- (b) Exercise leadership by knowing and understanding the terms of this Policy, and by assuming responsibility for implementing the Policy.
- (c) Ensure that employees in their area are familiar with the Policy and ensure that the provisions of this policy are adhered to as far as is practical ensure that the provisions of this policy are adhered to
 - (d) Ensure that this Policy is handed to every new employee as

part of his/her appointment documents.

- (e) Inform staff that sexual harassment will not be tolerated in the workplace.

- (f) Ensure that their own behavior provides a model of conduct in line with the principles of this Policy.
- (g) Attend training and educational sessions on this policy or ensures that someone within the department receives training.
- (h) On advice of the designated SHCO, take appropriate action in accordance with this Policy when instances of sexual harassment are brought to their attention.
- (i) Treat all alleged incidents as confidential and all concerned with dignity and respect.
- (j) Provide a supportive environment for the work of the designated SHCO's, including providing release time to enable them to fulfill their roles and responsibilities, to attend training programmes and to attend to any other activities associated with their functions.
- (k) Refer complaints to a designated SHCO, with due consideration of gender sensitive issues.
- (l) Take appropriate action on any complaints of victimization that may follow a complaint of sexual harassment.
- (m) When conduct in breach of this Policy is observed but no complaint is lodged, report the matter to a designated SHCO for further informal investigation and counseling.
- (n) In instances where she/he observes, or is informed of conduct that could constitute sexual harassment occurring within his/her area of responsibility, advise the person(s) involved that the behavior could give offence and that the behavior should cease with immediate effect, and
- (o) Bring this Policy to the attention of contractors, service providers, consultants, tenderer, etc.

7.5.4. DESIGNATED SEXUAL HARASSMENT CONTACT OFFICERS

The designated SHCO's are responsible to:

- (a) Give confidential advice and counsel and assist victims of sexual harassment.
- (b) Provide complainants with information about counseling available as well as information on how to access independent counseling services.
- (c) Take all reasonable steps to facilitate the conciliation and resolution of sexual harassment complaints.
- (d) Perform an educative role in the elimination of sexual harassment.
 - (e) Informally investigate complaints of sexual harassment.
 - (f) Arrange training for supervisors and managers.
 - (g) Develop and distribute relevant educative material in the workplace.

- (h) Arrange and deliver awareness-raising programmes for employees in
Conjunction with managers and supervisors.
- (i) Liaise with senior management to ensure that anyone engaged to provide a service for the NSRI is advised of the provisions of this Policy.
- (j) Maintain records on sexual harassment complaints in the specific institution concerned, and to, quarterly inform the office of the Premier, managers and supervisors of the incidence of sexual harassment occurring in their area of responsibility; and
 - (k) Monitor and review the implementation of this Policy.

7.5.5. EMPLOYEES/VOLUNTEERS

All employees/volunteers shall:

- (a) At all times respect one another and refrain from behavior which may constitute conduct of perceived sexual harassment.
- (b) Provide their full support when required to assist with any investigation regarding conduct, which may constitute sexual harassment, and
- (c) At all times be discrete and observe the conditions of this Policy relating to confidentiality, relating to any investigation relating to an allegation of sexual harassment, and
- (d) Not under any circumstances, purposefully and/or falsely accuse any colleague, supervisor, and/or any other person, mentioned within this Policy of alleged conduct which may constitute sexual harassment.
- (d) Required to refrain from committing acts of sexual harassment.
- (e) Play a role in contributing towards a working environment in which sexual harassment is unacceptable.

7.6 COMMUNICATION

- 7.6.1 The NSRI shall take all reasonable steps to communicate this Policy to all employees, and third parties on a regular basis and to raise awareness about the need to prevent sexual harassment.
- 7.6.2. The NSRI shall take all reasonable steps to communicate this Policy available on its web pages, and provide regular and current information on its implementation via its website.

7.6.3 Head of Departments shall:

- (a) Communicate regularly by written and oral means the seriousness of the issue and the existence of this Policy and its salient features to employees within their departments and to third parties interacting with their departments, and
- (b) Communicate regularly with all other managers and supervisors in their Departments concerning their responsibilities regarding the implementation of this Policy.

7.7 EDUCATION AND TRAINING

7.7.1 Continuing education and training are necessary to ensure that employees and third parties are aware of the contents of this Policy and are able, as appropriate, translate it, implement and to prevent sexual harassment.

7.7.2 The Director responsible for Human Capital must ensure that training iro Sexual Harassment takes place.

8. PROCEDURES FOR HANDLING ALLEGATIONS OF SEXUAL HARASSMENT

8.1 TYPES OF APPROACHES

8.1.1 Employees can either resolve alleged conduct of sexual harassment in an informal way or a formal procedure can be followed.

8.1.2 The employee should not be under any duress to accept one or the other option.

8.1.3 A sexually harassed employee has a right to institute separate criminal and/or civil proceedings against the alleged perpetrator. His/her legal rights are in no way limited by this Policy.

8.1.4 A non-employee who is victim of alleged sexual harassment may lodge a complaint with the NSRI's, CEO, Board Member, manager, SHCO, Station Commander or head of department if the alleged conduct has occurred in the workplace or in the course of the harasser's employment in which instance the disciplinary procedure, as provided for within the Policy, shall be applied.

8.1.4 An employee, who alleges that she/he has been sexually harassed by a supplier, Contractor or other member of the public interacting with the NSRI if the alleged conduct has taken place in the workplace or in the course of the harasser's employment in which instance the NSRI will request the alleged harasser's employer to take appropriate action.

8.2 CONFIDENTIALITY

- 8.2.1 Employers and Employees must as far as possible ensure that grievances about sexual harassment are investigated and handled in a manner which ensures that the identities of the persons involved are kept confidential.
- 8.2.2 Only appropriate members of management as well as aggrieved person, representative, alleged perpetrator, witnesses and interpreter may be present at disciplinary enquiry.
- 8.2.3 The NSRI is required to disclose to either party or to their representative, such information as may be reasonably necessary to enable the parties to prepare for any proceedings in terms of this Policy.

STEPS TO FOLLOW WHEN SEXUALLY HARASSED

8.3 THE INFORMAL APPROACH

- 8.3.1 The informal procedure is appropriate for less serious cases of sexual harassment. Serious cases of sexual harassment, for example rape, sexual assault or other criminal conduct of a sexual nature, should preferably be dealt with in terms of the formal procedure subject to section 8.4 of this Policy
- 8.3.2 As soon as alleged incident of sexual harassment has been brought to the attention of a SHCO, the said SHCO shall inform the complainant about his/her rights and options, including the complainant's option of following an informal process to resolve the said complaint.
- 8.3.3 Should the complainant wish to resolve the complaint in an informal manner, he/she shall in writing, request the SHCO to, as soon as possible, arrange a meeting with the alleged harasser.
- 8.3.4 At the meeting, which the SHCO will be present, the complainant will be given the opportunity to explain to the alleged harasser that his/her conduct is unwelcome, that it offends him/her or make him/her uncomfortable and that it interferes with his/her work and that he/she wants the alleged harasser to refrain from the unwelcome conduct.
- 8.3.5 At the aforesaid meeting, no formal record of the proceedings are to be kept or placed on the files of the parties concerned. However, the parties may agree, together with the SHCO, to minute the proceedings. These minutes may be used at a later stage to clarify either party's case should the unwelcome conduct persist.
- 8.3.6 The meeting may further agree that it is necessary for the designated SHCO to counsel the perpetrator with regard to his/her unwelcome conduct and may agree to impose any other measure deemed appropriate by the SHCO and the and the complainant.

8.4 THE FORMAL APPROACH/ PROCEDURE

8.4.1 The formal procedure must be implemented in any of the following instances:

- (a) Where the alleged sexual harassment is of serious nature.
- (b) The informal procedure has already been applied without success.
- (c) The harassment continues after the informal procedure had been followed.
- (d) Where the aggrieved person has chosen to follow a formal route, and/or
- (e) Where the alleged perpetrator has elected not to participate in the informal process.

8.4.2 In order to institute the formal procedure:

- (a) The complainant (when required with the assistance of the SHCO) must, in writing, lodge a formal complaint to her/his supervisor or institutional head; and/or
- (b) In cases where the complainant is willing to proceed with the formal process and the SHCO is of the opinion that it is in the interest of the employer to continue with such formal disciplinary process, the SHCO shall motivate his/her observations and findings in writing to the CEO. Such motivation shall include (but not be limited to) the following:
 - i. A description of the alleged sexual harassment or assault;
 - ii. The complainants reason to for his/her unwillingness to pursue the matter further or to be called as a witness, and
 - iii. Compelling reasons in support of a formal procedure, including risks to other individuals.

8.4.3 Upon receipt of a formal complaint, as contemplated in subsection 8.3.2(a) of this Policy, the Supervisor or Head of Department (Director) shall follow the Disciplinary Code and Procedures for the NSRI. (copy attached)

8.4.4 Upon receipt of a motivation as contemplated in subsection 8.3.2(b) of this Policy,

The CEO shall, after she/he is satisfied that it is in the interest of the employer, follow the Disciplinary Code and Procedures for the NSRI (copy attached). Factors which may be considered by the CEO include:

- i. Risk to other employees and/or individuals, interacting with the NSRI, and/or
 - ii. The severity of the sexual harassment, and/or

the history of the alleged perpetrator with regard to previous cases and complaints of sexual harassment.

- 8.4.5 Should a complaint of alleged sexual harassment not be satisfactorily resolved by the internal procedures set out in subsection 8.4.2(a), either party may within (30) thirty days of the dispute having arisen refer the dispute for conciliation to the Commission for Conciliation, Mediation and Arbitration in terms of the existing conciliation and arbitration procedures.

8.5 LEGAL / DISCIPLINARY CONSEQUENCES OF SEXUAL HARRASMENT

8.5.1 Persons found guilty of sexual harassment could be punished in terms of Disciplinary Code and Procedures of the NSRI.

8.5.2 Perpetrators of sexual harassment can be dismissed from the NSRI if:

- (a) The conduct, constituting sexual harassment is of a serious nature;
- (b) The conduct continues after warnings were given, and
- (c) The perpetrator victimizes or retaliates against an employee who in good faith lodges a complaint of sexual harassment.

9. RECOVERY FROM SEXUAL HARASSMENT

While this Policy condemns and will not tolerate sexual harassment in any form, it does however acknowledge that this kind of act happens. The following are suggestions to help cope while accepting that a qualified therapist or professional who understands sexual harassment dynamics and its effects would be most suitable to assist with the recovery:

- (i) Accept that it happened.
- (ii) Research all your options carefully and weigh them. It is important for an individual to feel they have choices and as much control over their life as possible.
- (iii) Validate your experiences. Do not bottle up the hurt and anger.
 - a) Talk to people about your experience.
 - b) Respect your perspective and experience, do not let people tell you how you should feel about the situation.
 - c) Write about your experiences and how it affected you.

- (iv) Get beyond self-blame and shame. Accept that it was not your fault.
- (v) Strengthen your support network. Reestablish ties with those you may have distanced yourself from because of the sexual harassment. Try to form new relationships with people who will be supportive. Maintain firm boundaries with people who are not supportive with you.

10. EFFECTS OF SEXUAL HARASSMENT

10.1 EFFECTS OF SEXUAL HARASSMENT ON AN INDIVIDUAL

Effects of sexual harassment differ from one person to the other. However, many situations have life-changing effects. More over sexual harassment costs millions of Rands in lost professional opportunities and/or;

- a) Decreased performance; increased absenteeism.
- b) Loss of job/career which results in loss of income.
- c) Being objectified and humiliated by scrutiny and gossip.
- d) Having one's personal life up for public scrutiny; this rarely happens for the perpetrator.
- e) Defamation of character and reputation.
- f) Loss of trust in people who occupy positions similar to the harasser's or his/her colleagues.
- g) Loss of trust of environment where harassment occurred.
- h) Weakening of support network / being ostracized from professional circles (friends, colleagues, family may distance themselves from victim or shun her altogether).
- i) Extreme stress on relationship with family and friends.
- J) Having to locate to another city.
- k) Loss of reference/recommendations.
- l) Psychological problems; depression, anxiety and/or panic attacks, sleeplessness and/or nightmares, shame, guilt, fatigue, eating disorders, alcoholism, loss of motivation, withdrawal and/or isolation, feeling angry or violated, powerless, out of control, loss of confidence, self-esteem, trust etcetera.

10.2 EFFECTS OF SEXUAL HARASSMENT IN THE WORKPLACE

- a) Decreased productivity and increased team conflicts.
- b) Decrease in success at meeting financial goals.
- c) Decrease in job satisfaction.

- d) Loss of staff and expertise from resignation and/or firing.
- e) Increased absenteeism by staff experiencing sexual harassment.
- f) Increased health care costs e.g. sick pay costs because of experiencing sexual harassment.
- g) Sexual harassment undermines ethical standards and discipline of the NSRI in general as volunteers/staff lose respect and trust in their seniors or colleagues who indulge in or turn their blind eye on sexual harassment.
- h) Undermines NSRI's image and damages reputation
- i) Legal costs if sexual harassment is ignored.

10.3 WHAT EMPLOYEES CAN DO TO HELP A SEXUALLY HARASSED COLLEAGUE

1. Listen, do not judge.
2. Be there and give comfort as much as you can. Encourage the victim to talk to others.
3. Help keep sexually harassed individual from becoming isolated. It is common for them to withdraw.
4. Encourage them to seek professional help with a reputable therapist.
5. Ask them what they need, help make a list of options then encourage them to make their own decisions.

11. RETALIATION

It is a violation of this Policy to engage in retaliatory acts against an employee who reports, assists or participates in a proceeding, investigation or hearing of a complaint/allegation of a sexual harassment.

12. GOOD FAITH / FALSE REPORT

An employee who reports alleged sexual harassment or provides information during the investigation of a complaint is presumed to have participated in the investigation in "good faith". It is a violation of this Policy for an employee or persons to knowingly make a false sexual harassment complaint or knowingly provide false information during the investigation of a complaint.

13. FINAL IMPLICATIONS

- 13.1 The employer shall not be held responsible for any financial claims arising out of noncompliance with the provisions of this Policy by any of its employees.
- 13.2 The employer, shall where possible, institute proceedings to recover any expenditure from any perpetrator of this Policy.

14. NON-COMPLIANCE

Non-compliance shall be dealt with in terms of the disciplinary code of the NSRI and in terms of the provisions provided for in Section 8 of this Policy.

15. WHEN IS POLICY EFFECTIVE (ENFORCEMENT)

This Policy replaces the Sexual Harassment Policy of the NSRI in its entirety, which Policy was adopted by the Governance Board of the NSRI in September 2017.

16. DATE OF REVIEW

This Policy will be reviewed upon an annual basis, based upon the findings and recommendations of the quarterly meetings of the SHCOs with the Board as contemplated within subsection 7.5.1(b).

GLOSSARY

NSRI	=	National Sea Rescue Institute
SHCOs	=	Sexual Harassment Contact Officers