



# SAYWHAT REPORTING PROCEDURE ON SEXUAL HARASSMENT

**SEXUAL HARASSMENT INCIDENT (SUSPECTED OR CONFIRMED)**

**Committed by immediate Superior against a Subordinate**

**Committed by Managerial / Executive Members of Staff against a Subordinate or at same level**

**Committed by fellow employee against a fellow employee**

**INFORMAL PROCEDURE**

Make a complaint in a meeting overseen by the next in line to the superior complained against + Administration Officer; or complain via email copied to the next in line to the superior complained against + Administration Officer; or Amicable Settlement overseen by the next in line to the superior complained against + Administration Officer

**INFORMAL PROCEDURE**

Complain via email to the Administration Officer Amicable Settlement overseen by Administration Officer

**INFORMAL PROCEDURE**

Make a complaint in a meeting overseen by our immediate superior + Administration Officer; or complain via email copied to the next your immediate superior + Administration Officer; or Amicable Settlement overseen by your immediate supervisor + Administration Officer

**INFORMAL PROCEDURE**

Report to next in SAYWHAT hierarchy in WRITING, findings can lead to a disciplinary hearing in terms of the SAYWHAT code of conduct. In the alternative Complainant can go directly to the nearest police station and make a report. SAYWHAT will cooperate with and assist officials in discharging their duties in terms of the applicable law.

**INFORMAL PROCEDURE**

Where responsible persons are the perpetrators reported to the Administration Assistant in WRITING. The Administration Assistant investigates will be reported to the Executive Director of SAYWHAT for a Disciplinary Hearing. Where the Executive Director is the alleged perpetrator, the Administrative Assistant must bring the matter to the former's superiors' who in this instance are the SAYWHAT's Board of Directors - who must conduct a disciplinary hearing in terms of the codified position. In the alternative Complainant can go directly to the nearest police station and make a report. SAYWHAT will cooperate with and assist officials in discharging their duties in terms of the applicable law.

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**SAYWHAT is a Private Voluntary Organisation registered under PVO Number 34/2017**

For Students • By Students • With Students

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Saywhat Organisation

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