TYDT REPORTING PROCEDURE ON SEXUAL HARASSMENT

SEXUAL HARASSMENT INCIDENT (SUSPECTED OR CONFIRMED

Committed by immediate Superior against a Subordinate.

INFORMAL PROCEDURE
Make a complaint in a meeting overseen by the next in line to the superior complained against+ FAO; or complain via email copied to the next in line to the superior complained against+ FAO; or Amicable Settlement overseen by the next in line to the superior complained against+ FAO.

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

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

INFORMAL PROCEDURE
Complain via email to the Finance and Admin Officer (FAO) Amicable Settlement overseen FAO.

INFORMAL PROCEDURE
Where responsible persons are the perpetrators reported to the FAO in WRITING. The FAO investigates will be reported to the Executive Director of TYDT for a Disciplinary Hearing. Where the Executive Director is the alleged perpetrator, the FAO must bring the matter to the former's superiors' who in this instance are the TYDT's Board of Trustees – 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. TYDT will cooperate with and assist officials in discharging their duties in terms of the applicable law.

Committed by fellow staff against a fellow staff.

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

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

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