

Harassment Complaint Procedure

1. Employees who believe they are the subject of harassment should take firm, positive and prompt action.
2. If deemed appropriate the employee should make the perceived harasser aware that they find their behaviour offensive, unwelcome and unacceptable, and that it needs to stop immediately.
3. If the behaviour continues, or if the employee feels unable to speak to the person(s) directly, they should contact their GPI representative with whom they feel comfortable. The GPI representative will provide support and ascertain the nature of the complaint and the wishes of the employee. The employee does not have to request a full formal investigation if they will be satisfied by less formal treatment of the issue.
4. If an investigation is to be taken, an informal interview will be held with the employee, their GPI representative and the alleged harasser.
5. During the informal interview, the alleged harasser will be made aware of the allegations being made against him/her and given the right to respond. Interventions at this stage must adopt a confidential, non-confrontational approach with a view to resolving the issue. This procedure will be complete when the alleged harasser respects the individual's request to cease unwanted and unwelcome behaviour, or when the employee accepts that the behaviour is not properly described as harassment.
6. Further complaint requires the consent of the employee complaining, particularly as other witnesses may become involved. The GPI representative concerned should clarify the complaint and obtain a step-by-step account of the incident. In serious cases, more than one interview may be necessary. The GPI representative will document all such interviews accurately.
7. Records are to be kept and filed in a confidential and secure place.
8. The GPI representative will organise an investigation, which in most cases will involve (but is not be limited to):
 - a private interview to ascertain the facts and to find what the employee expects to happen as a result of making the complaint
 - an interview with the alleged harasser(s) to ascertain their defence
 - interviews with other employees, contractors or individuals who may be able to assist.
9. The person conducting the investigation should consider all relevant evidence. Such evidence may include:
 - supporting (or contradictory) evidence provided by medical practitioners, family members, friends, or co-workers.
 - reports and personnel records
 - records kept by the person claiming to have been harassed;
 - information on whether the evidence was presented by the parties in a credible and consistent manner;

10. It may be necessary to provide affected employees with alternative working arrangements to avoid further conflict while the harassment complaint is being investigated.
11. Affected parties will be kept informed. All investigation actions and outcomes will be documented.
12. On completion of the investigation the GPI representative will determine a course of action according to GPI policies.
13. If there is insufficient proof to decide whether or not harassment has occurred, the GPI representative concerned will:
 - remind those involved of expected standards of conduct;
 - conduct further training for employees as required;
 - monitor the situation carefully.
14. The GPI representative will monitor the outcome to ensure that the offensive behaviour has ceased.
15. It is not the obligation or duty of the Government of Pitcairn Island to make a report to the police on behalf of the employee.