

# SEXUAL HARASSMENT FLOWCHART

Complaint received by NASUWT

Complaint involving NASUWT staff

Contact the General Secretary (in writing)

If the member of staff is the alleged harasser.

Manage complaint in accordance with Internal Disciplinary and Grievance Procedure.

If a lay member is the alleged harasser.

Refer complaint to National Officers in line with the Sexual Harassment Policy.

The NASUWT will discuss with the complainant how the Union will support them.

Complaint received from NASUWT member (against another member).

Report it directly to the General Secretary or National President (in writing)

In consultation with the President, an investigator (internal or external) will be appointed.

The complainant will be contacted with information about how their complaint will be investigated.

A designated support officer will be appointed by the General Secretary to meet with the complainant at each stage of the process, and also to update them on progress and next steps.

Report via NASUWT Confidential Hotline

A designated support officer will be appointed by the General Secretary to meet with the complainant at each stage of the process, and also to update them on progress and next steps.

The complainant will be signposted to other external sources of support.