PROCEDURE: MANAGING A SEXUAL HARASSMENT COMPLAINT IN THE PUBLIC SERVICE

HOD informed (formal grievance) of sexual harassment in writing/verbal

HOD appoints a Sexual Harassment Advisor to investigate (process completed within 30 days)

Consider precautionary separation of complainant and respondent based on initial report submitted within 5 days

Report to Compensation Commissioner within 7 days

Outcome

Formal procedure:
Disciplinary process (according to Disciplinary Code and Procedure for Public Service)

Outcomes of formal procedure

If not guilty:
No further action

If found guilty, impose sanctions:
- Counselling
- Verbal warning
- Written warning
- Final written warning
- Suspension (with/without pay)
- Demotion (as alternative to dismissal)
- Dismissal

Informal Procedure:
Mediation between complainant and respondent, mediated by Sexual Harassment Advisor or HOD appointed person

Outcomes of informal procedure

If false allegation is established:
- Disciplinary action against complainant

Outcome 2:
If agreement is not reached, complainant can opt for a formal procedure

Outcome 1:
If agreement is reached, the case is closed. Option for counselling for one or both parties by EH&W

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