# Hamilton South Baptist Church

# Sexual Misconduct Complaints Policy

## Purpose

* Where the complaint involves a minor, see the Child Protection Policy.
* To provide a safe environment, free from physical, emotional, verbal or sexual abuse.
* To ensure that the laws of the land are met as applicable.

**Roles**

* We will appoint a contact person. The contact person will be responsible for determining the appropriate actions, including notification of relevant authorities, in accordance with legal requirements and the Baptist Union of New Zealand Administration Manual.
* If the allegation is against the contact person, we will contact the Baptist Union of New Zealand.

**Prevention and Response**

* Where harassment or abuse is suspected/alleged, the contact person will take written details, and the record will be signed by the complainant.
* At all times, we will follow the procedures as set out in the Baptist Union of New Zealand Administration Manual.
* Where the person is at risk of immediate harm, contact the police. If possible, remove the person from the situation. Notify the contact person.
* We will seek to continue to support those involved and affected, where harassment or abuse has been alleged or confirmed.

**Documents**

* Our sexual misconduct complaints policy is governed by the following documents:
  + The Baptist Union of New Zealand Administration Manual.
  + The Human Rights Act 1993.
  + The Employment Relations Act 2000.

## Review

This policy will be reviewed on an annual basis or at such other times as deemed necessary.

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| **Chairperson: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_** |