GRIEVANCE FLOWCHART

Individual Feels Harassed/Bullied

Informal Options

- Speaks to Harasser/Bully
  - Harassment/Discrimination Stops
    - No further action
  - No further action

- Speaks with Contact Officer [see below] or confidentially with a colleague
  - Takes up mediation option with Harasser/Bully
  - Speaks to Harasser/Bully with the option of contact officer or colleague being present
    - If harassment/bullying/discrimination continue, commence formal option

Formal Options

Lodge formal complaint with any of the following:
- Principal
- Chair of the School Board
- The Appropriate Union [IEU (SA)]
- The Equal Opportunity Commission
- The Coordinator of Personnel, Catholic Education Office (if the complaint is about a the Principal contact the Principal Consultant)

NB: Once you begin the formal grievance procedure, investigation and action will be taken

Contact Officers (Informal)
- Alison Smith
Other Officers (Formal)
- Sr. Niesha Alport
- Principal