



HUMAN DIGNITY AND INCLUSION POLICY

1. POLICY

St Peter's College prepares individuals to be knowledgeable, independent, and critical thinkers, educated in leadership, and committed to service in an increasingly diverse society. All members of St Peter's College are expected to learn how to navigate a diverse society appropriately. As we come to learn and grow together, acts of intolerance may occur and result in harm to others, therefore St Peter's College has established this Human Dignity Policy.

Members of the St Peter's College community must respect all persons regardless of age, ancestry, colour, disability, gender identity or expression, genetic information, national or ethnic origin, race, religion, sex, sexual orientation, or any other characteristic protected by law (hereafter "protected status"). St Peter's College deems it unacceptable for its students and staff to engage in conduct (words or actions) that is intended to be, or that is reasonably foreseeable to be, threatening, abusive or intimidating to any member.

Conduct that violates this policy typically:

- Has the purpose or effect of unreasonably interfering with an individual or individual's work or educational environment; or
- Is directed at an individual or individuals on the basis of their protected status; or
- Is abusive or severely humiliating.

Bias incidents and hate crimes are antithetical to the standards and values of St Peter's College, violate St Peter's College policies and, in most instances, the law and Constitution, and will not be tolerated.

Complaints of such conduct shall be heard, and disciplinary action may be taken consistent with the provisions of the applicable St Peter's College policies.

2. SCOPE

This policy applies to all members of the St Peter's College community (Specifically on campus or school platforms) This includes:

- Students
- Teachers
- Employees
- Parents, guardians and families of students
- Council members
- Representatives of the Anglican church
- Old Petrians
- Subcontractors and
- All visitors on the St Peter's campus.

While the principles of this policy are applicable to the whole of the St Peter's community, appropriate procedural variations will apply to different stakeholders and students in the different phases of the College without detracting from the intention and spirit of this policy.

3. POLICY DETAILS

Academic Freedom and Freedom of Expression

St Peter's College is a private, academic institution, and as such, its main functions, including but not limited to, teaching and learning are protected by applicable laws.

St Peter's College recognises that excellent education experiences include and must allow for divergent viewpoints and perspectives, some of which may challenge individual beliefs, values, or cultural norms. As the St Peter's College community, we value and protect academic freedom and the open exchange of ideas. This policy is not intended to undermine or weaken these precepts; rather it is meant to address those incidents that fall beyond professional and academic discourse.

The St Peter's College staff adhere to the agreed policies, as such that teachers are entitled to freedom in the classroom, as regulated by such policies, when discussing their subject but should be cautious of controversial or persistently intruding material which has no relation to the teaching subject. Therefore, actions and words used in the context of the academic curriculum and teaching environment, that serve legitimate and reasonable educational purposes will not be evaluated as violations of this policy.

St Peter's College values freedom of expression within its community as an essential component of open dialogue, the exchange of ideas, and critical thinking, all of which support student learning. In giving effect to such freedom of expression the values as espoused in the Constitution of South Africa together with applicable limitations must be adhered to.

Nothing in this policy is intended to restrict academic freedom, protected speech, or lawful protest. Yet with freedom comes responsibility for the consequences of our actions, as we live together in a community with standards of conduct and a society with rules of law.

4. DEFINITIONS

- 4.1. **Bias Incident:** Completed, attempted, or threatened abusive or hostile acts against persons, property or an institution, where such acts manifest evidence that the target was intentionally selected on the basis of the target's actual or perceived protected status. Includes any hate crimes.
- 4.2. **Bias Harassment:** A Bias Incident that has the purpose or effect of unreasonably interfering with a person's employment or education, or creating a hostile employment or educational environment, and has no legitimate relationship to the subject matter of a course or academic research. In evaluating whether such an environment has been created, St Peter's College will consider the alleged conduct from both a subjective and objective perspective. Specifically, it will evaluate the alleged conduct from the perspective of a reasonable person in the target's position, considering all the circumstances.
- 4.3. **Hate Crime:** murder, attempted murder, sexual assault, robbery, assault, burglary, motor vehicle theft, arson, intimidation, or destruction/damage/vandalism of property, where such

crime manifests evidence that the target was intentionally selected because of the perpetrator's bias related to the target's actual or perceived protected status.

5. REPORTING

The establishment of a fair, respectful and thorough complaints procedure is critical to the success of this policy and its execution. The exercise of this procedure must be respectful of both the complainant and the alleged perpetrator. This includes acting within the time frames contained in the procedure and maintaining strict confidentiality at all stages of the procedure.

5.1. Any member of the St Peter's' community or visitor to the St Peter's property may lodge a complaint regarding an alleged violation of this policy including alleged unfair discrimination or harassment. Such complaint should be lodged as soon as possible after the incident giving rise to the offence. Categories and examples of unfair discrimination, harassment and hostile environment are contained in Annexure A.

5.2. Complainants (or their representatives) may lodge a complaint using the channel they are most comfortable with, within the relevant section of the College. These channels include but are not limited to:

- College Chaplain and Head of Transformation and Inclusion
- A St Peter's College staff member (e.g. teacher, member of the College executive, College psychologist)
- A College Student Leader (Prefect)
- The Chairperson of the Parents Association (PA)
- A member of the Transformation and Inclusion Committee

5.3. Irrespective of whether the complainant is seeking a formal or informal outcome, the person receiving the complaint must refer the complaint to the Human Dignity and Inclusion Committee members within forty-eight (48) hours of receiving the complaint.

The Human Dignity and Inclusion Committee must comprise a minimum of the following Four (4) people:

- The Headmaster/mistress
- The Head of Transformation and Inclusion
- Head of student Affair
- The Human Resources Manager (if the alleged perpetrator is a teacher); or
- The subcontractor's designated representative (if the alleged perpetrator is a subcontractor); or
- The Student Head of College or a member of the Prefects Executive (if the alleged perpetrator is a College student); or
- The Chairperson of the PA or a designated representative (if parents or guardians are involved); or
- A member of Council with legal expertise if a visitor onto the College premises is involved; or
- The Bishop's representative on Council if a representative of the Anglican church is involved; or
- The Bishop / the chair of Council if a representative of council is involved.

- 5.4. Should the complaint involve two or more stakeholder groups, the other implicated parties will also have representation on the Human Dignity and Inclusion Committee group. Where possible the composition of the Human Dignity Committee should display diversity within itself, to gain a wider range of perspectives and greater representation.
- 5.5. The Human Dignity and Inclusion Committee should endeavour to set up a meeting with the complainant (and if necessary, his/her representative) within twenty-four (24) hours of receiving the complaint. The group must evaluate the written statement of the complainant if there is one and may pre-emptively investigate certain aspects of the case in preparation for the meeting. The extent of this should be limited to maintain confidentiality as the timeframe is restrictive.
- 5.6. The complainant may nominate a representative to join him/her in this meeting. In the case of a College student, the parent(s)/guardian(s) should attend where possible.
- 5.7. The Human Dignity and Inclusion Committee must ensure that the emotional and psychological needs of the complainant are addressed, and the College Chaplains (or a member of the StStephens clergy) and Psychologist should be involved where necessary. In the case of a student, the pastoral needs of the student may be met by the student's grade head.
- 5.8. Within forty-eight (48) hours of meeting with the complainant and taking into account the wishes of the complainant for a formal or informal outcome, the interests of the College and the rights and duties of all parties, the group must decide how the complaint will be addressed. Options include, but are not limited to:
- A Disciplinary Committee (DC) enquiry and subsequent DC Hearing In the case of a student being the alleged perpetrator.
 - A disciplinary enquiry in terms of the Disciplinary Procedure in the case of a staff member or subcontractor being the alleged perpetrator.
 - College management would deal with the complaint in terms of the Parent's contract in the case of a parent being the alleged perpetrator.
 - A member of Council with legal expertise would deal with the complaint in the case of a visitor being the alleged perpetrator.
 - Ways in which the alleged perpetrator and the wider College community can be educated and rehabilitated should be sought where possible, these include but not limited to Mediation, education, pastoral care, and reconciliation.
5. 10 The Human Dignity and Inclusion Committee must in the first instance explain to the complainant the next step in the procedure and the possible outcomes of different approaches to dealing with the complaint. They should ensure that the complainant receives appropriate emotional support and or counselling within one week of the complaint being received. The complainant should be encouraged to put the complaint in writing using the complaint form contained at Annexure B.

5.11 It is recognised that in some instances a person may feel offended or hurt by another's comments and/or behaviour but may not want a formal outcome. The reason for the existence of the informal option is not to delegitimise the seriousness of the incident, but to offer a procedure that is flexible enough to capture the nuances of unfair discrimination whilst also normalising complaints and in doing so making people more comfortable and inclined to lay complaints when they have been hurt or offended. Under no circumstance should someone affected by an alleged violation of this policy feel pressured into taking an informal approach.

6. ROLES AND RESPONSIBILITIES

6.1. The role of the headmaster/mistress of the College is to ensure that all stakeholders in the St Peter's College Community are made aware of this policy. These stakeholders include:

- Students
- Teachers
- Employees
- Subcontractors
- Old Petrian's
- Parents and guardians of students
- Representatives of the Anglican church
- Members of Council

6.2. The role of the Human Dignity and Inclusion Committee ("the Committee") is to decide how specific cases of alleged unfair discrimination are to be dealt with. This can be on a disciplinary, pastoral, reconciliatory or legal level, or on multiple levels. This must be done within the set time frames specified and with appropriate confidentiality. The Committee should also be actively involved in the community/their respective stakeholder groups to root out unfair discrimination of any form. The Committee has an ancillary duty of educating the St Peter's College Community about transformation and the benefits of transformation and inclusion at St Peter's College and the broader South African society.

6.3. The role of the Head of Transformation, Diversity and Inclusion is advisory. His or her duties include education and engagement with various stakeholder groups around the subject of transformation, and to aid the College Head in facilitating change. Notwithstanding this role, the Head remains the custodian of transformation, diversity, and inclusion in the College and must take full accountability to ensure the implementation of this policy. Such accountability to be reflected in performance agreements.

6.4. The role of the Transformation, Diversity and Inclusion Committee includes inter alia oversight of all transformation, diversity and inclusion initiatives designed to redress past and present unfair discrimination and safeguard against future unfair discrimination and to monitor compliance with this policy.

ANNEXURES

7. ANNEXURE A

This Annexure is designed to raise awareness of what could constitute unfair discrimination.

7.1. THIS SECTION BREAKS DOWN OFFENCES OF UNFAIR DISCRIMINATION. THESE MAY INCLUDE THE FOLLOWING BUT ARE NOT LIMITED TO:

Verbal abuse and threats:

- Written unfair discrimination (e.g. graffiti);
- Provocative behaviour (e.g. wearing discriminatory badges or insignia);
- Discriminatory comments in the course of discussions.
- Ridicule of an individual's differences.
- Attempts to recruit other individuals into exclusive groups on prohibited grounds.
- Physical assaults.
- Refusal to associate with people because of any aspect of their identity.
- Any distinction, exclusion, limitation or preference made by a person within an authoritative position who uses unfair grounds to distinguish, exclude, limit or prefer certain persons from being part of sporting codes, education, positions, activities or benefits of any kind meant for any person within the St Peter's College environment.

7.2. THIS SECTION BREAKS DOWN MORE SPECIFIC EXAMPLES OF POTENTIAL OFFENCES IN THE CATEGORIES OF UNFAIR DISCRIMINATION:

ON THE GROUNDS OF RACE:

- Dissemination of any propaganda or idea, which propounds the racial superiority or inferiority of any person, including incitement to, or participation in, any form of racial violence.
- Engagement in any activity which is intended to promote, or has the effect of promoting exclusivity, based on race.
- Exclusion of persons of a particular race group under any rule or practice that appears to be legitimate, but which is aimed at maintaining exclusive control by a particular racial group.
- Inferior treatment of a specific racial group, compared to those from another racial group.
- Denial of access to opportunities or failing to take steps to reasonably accommodate the needs of such persons.
- Use of derogatory language to undermine a certain racial group.
- Making fun of clothes, food or physical appearance of people from a different cultural context than your own.
- Having lower expectations for students of different cultural or racial groups.
- Telling or sharing jokes directed against people from particular racial groups.
- Using insulting language against particular cultural or racial groups.
- Making fun of people's accents or names.
- Refusing to work or play with or sit next to other people who are from a different culture or race group or speak a different language because of such differences.
- Telling people to 'go back where they came from.'
- Allocating tasks or classes to teachers or students according to their culture or background.
- Laughing at a racist joke.
- Not reporting racist behaviour.
- Promoting publications online that are opposed to, or insult, others based on race.

- Wearing clothes with slogans that would offend any racial group.
- Suggesting that a member of a particular race group only got to where they are because of their race.
- Calling black people 'articulate' as if it is unusual in a black person.
- Equating the presence of black people with a lack of safety.
- Saying that you don't see colour (informed by context).
- Using the "N/K word" (or any other such terms with similar dehumanising history) to refer to people of colour (this includes reading the words out loud without using the surrogate term "N/K word" in any literature and text)

ON THE GROUNDS OF GENDER:

- Gender-based violence and other forms of sexual harassment.
- The denial of fair access to opportunities or failing to take steps to reasonably accommodate the needs of such persons.
- The objectification of a person or their body parts.
- Undermining the contribution of individuals.

ON THE GROUNDS OF DISABILITY:

- Mocking or belittling someone because of disability

ON GROUNDS OF SEXUAL HARASSMENT

Definition of Sexual Harassment: Sexual Harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated. It includes situations where a person is asked to engage in sexual activity as a condition of that person's employment, as well as situations which create an environment which is hostile, intimidating or humiliating for the recipient. Sexual Harassment can involve one or more incidents and actions constituting harassment may be physical, verbal and non-verbal. Examples of conduct or behaviour which constitute Sexual Harassment include, but are not limited to:

Physical conduct

- Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching.
- Physical violence, including sexual assault.
- The use of college-related threats or rewards to solicit sexual favours
- The abuse of trust or position to solicit sexual favours such as by those by superiors or adults over subordinates and students respectively

Verbal conduct

- Comments on an individual's appearance, private life, etc.
- Sexual comments,
- Sexual advances
- Repeated and unwanted social invitations for dates or physical intimacy
- Insults based on the sex of an individual or group
- Condescending or paternalistic remarks

ANNEXURE B
DISCRIMINATION COMPLAINT FORM

Name of Complainant	
Date of Complaint	
Name of Complainant's Representative(If any)	
Name of Person to Whom Complaint is Addressed	
Details Please be as specific as possible: <ul style="list-style-type: none">• What happened?• Where?• When?• Who?• Did anyone witness what happened?• Is this a once-off or repeated offence?• Desired outcome?• Is there any evidence?	