



File no.: 3/3/4/P
Reference: 20230609-5360

Circular: 0021/2023

Expiry date: None

To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Deputy Directors, Circuit Managers, Heads: ISLES Coordination and Advice, District Officials, Principals and Chairpersons of governing bodies of all public schools

Short summary: *Information about the Western Cape Government Workplace Harassment Policy that is applicable to all employees, including the education department and governing body employees.*

Subject: Implementation of the Western Cape Government (WCG) Workplace Harassment Policy

1. The WCG is committed to creating a workplace free from all forms of harassment by promoting the highest standards of personal and professional conduct and by ensuring that all WCG employees are aware of and understand what constitutes workplace harassment.
2. Harassment in the working environment is a form of unfair discrimination and is prohibited on the grounds of sex and/or gender and/or sexual orientation.
3. Any form of harassment is considered a violation of human rights, which is unlawful in South Africa and, thus, prohibited within the WCG.
4. The purpose of the *WCG Workplace Harassment Policy* is to:
 - 4.1 make all WCG employees aware of what constitutes harassment in the workplace and their responsibilities in preventing and managing such incidents, in line with the relevant national statutory prescripts and policy provisions;
 - 4.2 provide guidance in relation to the procedure and process in dealing with allegations of harassment; and
 - 4.3 endeavour to achieve a workplace that is free from all forms of harassment.

5. Paragraph 2 (g) in the *Protocol for Managing and Reporting Sexual Misconduct* of the Western Cape Education Department (refer to Circular 15 of 2023, dated 06 April 2023), is now repealed and replaced by the *WCG Workplace Harassment Policy of 2022* (refer to WCG Circular 13 of 2023, dated 26 May 2023).
6. Principals/supervisors/managers are required to inform all staff of the content of this circular and the attached *WCG Workplace Harassment Policy*.

SIGNED: B WALTERS

HEAD: EDUCATION

DATE: 2023-08-03