

Workplace Discrimination, Harassment and Bullying Policy

It is the Policy of St Chads Communication Centre Trust to ensure that the organisation is an emotionally and physically safe environment for all people and comply with all legislation. This means that St Chads will:

- not tolerate or condone harassment, bullying or discrimination of staff, clients, volunteers or support persons. This includes victimization of any complainants or witnesses
- Be committed to providing an environment that is safe and free from sexual, racial, gender, disability, religious and/or any other forms of harassment and discrimination
- Communicate to staff, families/whanau, caregivers, volunteers and clients that workplace harassment of any kind will not be tolerated and that the Trust will enforce appropriate disciplinary measures where complaints are upheld

This Policy applies to all staff (both paid and voluntary) and clients.

The General Manager and Board are responsible for ensuring this Policy is adhered to and any non-compliance with this Policy may be included in performance and appraisal processes for the General Manager at the discretion of the Board Chairperson

Definition

- For the purposes of this policy, harassment is defined as behaviour which is unwelcome or offensive to a client, staff member (paid or volunteer) or visitor to St Chads. It includes (but is not limited to) the misuse of visual or written material, verbal or physical actions or innuendos of a sexual nature. There may be implied promise of preferential treatment or threat about the present or future status of that person at St Chads.
- The behaviour may be between staff, staff to client, client to client, client to staff (noting that the definition of staff includes volunteers)
- The behaviour is of such significance, or of an ongoing nature, that it has a detrimental effect on that person's achievement at St Chads, job satisfaction or job performance, or physical or emotional wellbeing

Guidelines:

1. St Chads will support the dignity, self-esteem and fair treatment of all staff and those who participate in activities and programmes at St Chads
2. Anyone experiencing workplace bullying, discrimination or harassment may:
 - a. tell the person, or persons, in private, that their behaviour is offensive and request that it stop;
 - b. Write to the person, or persons, about their behaviour, sealing and marking the letter "personal and confidential",
 - c. Speak to the person, or persons, in private, in the presence of the General Manager, or in the case of the General Manager, to the Board Chairperson
 - d. Request that the General Manager speak to the person on their behalf, or in the case of the General Manager, to the Board Chairperson
3. In the case of a client, staff are responsible to ensure client safety and are to support a client to address any bullying, discrimination or harassment
4. Should the unacceptable behaviour continue, it should be reported to the General Manager or, in the case of the General Manager, to the Board Chairperson
5. All complaints and reports of workplace bullying, harassment or discrimination will be taken seriously, will be responded to and investigated in a timely and confidential manner, and be unbiased
6. All complaints will be dealt with in accordance with St Chads policy for complaints and a good record of any complaint will be made
7. All staff to have training around workplace bullying, discrimination and harassment yearly

Supporting Documents:

Complaints Policy
Code of Conduct
Individual Employment Agreement
Employment Relations Act 2000

Document Control Parameters:

The provisions of this Policy supersede and replace all previous Policies.

Policy Review:

This Policy is to be formally reviewed every second year.

Date ratified: May '08	Date reviewed: June 19	Next review: June 2021
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