

# Prevention of Harassment and Bullying Policy

Last Modified	April 2019
Review Date	September 2019
Approval Authority	Executive Director, Human Resources
Contact Officer	HR Manager, Operations & Legal - Human Resources

## Introduction

This policy, and the associated procedures and processes which support its application, aims

Examples of actions that may be regarded as bullying can be found in [Appendix A](#).

Harassment is unwelcome, unsolicited and unreciprocated behaviour by a person or group that may reasonably be expected to offend, humiliate or intimidate another, and may occur in the workplace or in a non-threatening environment. Examples of actions that may be regarded as harassment can be found in [Appendix A](#).

Harassment includes, but is not limited to, the abuse of or the improper assumption of power and is aggravated by the abuse of authority by one person over another.

Harassment can be based on the personal characteristics or physical appearance of a person or group or on their beliefs, opinions or affiliations (such as age, disability, ethnic or national origins, race or colour, religious belief, political opinion, sexual orientation and





Students and staff will be protected from intimidation, victimisation and discrimination when making a complaint or assisting with an investigation under this policy. Where the University considers it appropriate and practicable, it may make arrangements to separate the complainant and the person accused of harassment or bullying whilst an investigation or resolution process is underway.

On receipt of a formal complaint, the complainant will be informed of how the investigation will proceed. The complainant will be kept informed of the general process during the course of the investigation.

All information relating to complaints will be treated in accordance with the [Privacy Act 1993 \(New Zealand Legislation website\)](#).

Where an independent investigator prepares a report, both the complainant and the respondent will be provided with a copy and given an opportunity to provide a written response before a decision is made.

## Students

The [Student Care webpage \(University Support Services website\)](#) provides details of the support available for students.

If a student wishes to discuss a matter informally (without formalising the complaint), the University's Grievance and Academic Process Coordinator can offer advice on options available for an informal resolution.

Students wishing to make a formal allegation of harassment or bullying should visit the [Raise a Concern webpage \(University Support Services website\)](#) and contact the [Grievance and Academic Process Coordinator](#).

## Staff

If comfortable in doing so, a staff member who is concerned about another staff member

Staff may also wish to contact their [Union \(University HR Toolkit\) \(Staff Only\)](#) for independent advice.

## Related Documents and Information

### New Zealand Legislation

[Employment Relations Act 2000 \(New Zealand Legislation website\)](#)

[Harassment Act 1997 \(New Zealand Legislation website\)](#)

[Harmful Digital Communication Act 2015 \(New Zealand Legislation website\)](#)

[Human Rights Act 1993 \(New Zealand Legislation website\)](#)

[Privacy Act 1993 \(New Zealand Legislation website\)](#)

### UC Policy Library

[Conflict of Interest Policy Principles and Guidelines \(PDF, 425KB\)](#)

[Employee Disciplinary Policy \(PDF, 211KB\)](#)

[Equity and Diversity Policy \(PDF, 224KB\)](#)

[Staff Code of Conduct \(PDF, 289KB\)](#)

[Student Code of Conduct \(PDF, 220KB\)](#)

### UC Website and Intranet

[Who can help me with my Concern? \(University Support Services website\)](#)

[Raise a Concern \(University Support Services website\)](#)

[Raise a Complaint about a Staff Member \(by another Staff Member\) \(HR Toolkit\) \(Staff Only\)](#)

[Know the Code . Student Code of Conduct \(University Support Services website\)](#)

[Student Emergency Response \(SERP\) Plan \(August 2017\) \(University Support Services website\)](#)

[Sexual Harassment and Sexual Assault \(University Support Services website\)](#)



