

## HARASSMENT POLICY

### THIS POLICY COVERS SOUTH ALIVE AND THE PANTRY

#### 1. Policy Statement

Harassment of any kind **will not** be tolerated at South Alive.

Any act, statement or suggestion made by any of the staff, volunteer, or Trustees of **South Alive** which has a detrimental effect on any other party within **South Alive** will not be tolerated.

This may be in the form of verbal or written harassment through jokes, offensive language, gossip and slander; visual displays of posters and graffiti; offensive hand or body gestures; intimidation or bullying.

#### 2. Staff/Governance Responsibilities

##### Procedure for Complaints of Harassment

1. Report the incident of harassment to the Manager or, if this is not appropriate, to the Chair of the Trust Board.
2. If the complaint has not been made directly to the Managers, the person receiving the complaint will inform one of the Managers immediately that it has been notified so that appropriate investigation/follow up is enacted.
3. The Managers and/or Trust Board member will attempt to bring about resolution by means of open discussion or written letter.
4. If resolution / conciliation of the complaint is not possible, the aggrieved party has the option of taking the complaint further to either the Human Rights Commission or of filing a personal grievance under the Employment Relations Authority.

##### Definition of Harassment courtesy of the Human Rights Commission:

*'Uninvited behaviour that humiliates, offends or intimidates someone because of their race, gender, colour, religious beliefs, ethnic or national origin. This can involve spoken, written or visual material or a physical act'.* Human Rights Commission, 0800 496 877, Website: [www.hrc.co.nz](http://www.hrc.co.nz)

#### 3. Associated Policies & Procedures

- Code of Conduct

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