

Harassment, Bullying & Workplace Violence Policy

NKBA is committed to providing a safe and respectful workplace for all employees, contractors, members, and visitors. This policy aims to prevent and address harassment, bullying, and workplace violence, ensuring a positive and inclusive environment for everyone associated with the organisation.

This policy applies to all NKBA employees, contractors, members, and students. It applies anywhere you are engaged in NKBA-related business or activities, including meetings, events, workshops, and social gatherings, and whether in person or online.

Violation of this policy will be deemed a breach of NKBA's Code of Conduct and Health & Safety Policy and may be viewed as Serious Misconduct.

Definitions

- a. **Harassment:** Any unwanted conduct, comment, gesture, or action that may offend, degrade, or humiliate an individual, or create an intimidating, hostile, or offensive environment.
- b. **Sexual harassment:** Is serious misconduct both within and outside of the workplace. Examples of sexual harassment can include:
 - Unwelcome sexual advances or physical contact
 - Sexually oriented remarks or abuse
 - Offensive gestures, comments or jokes
 - Promise of preferential or threat of detrimental treatment in return for sex
 - Use of pictures/posters/videos of a sexual nature
 - Persistent and unwelcome social invitations, phone calls or emails at work or home
- c. **Racial harassment:** Racial harassment is unlawful under the Human Rights Act 1993 and the Employment Relations Act 2000 and their subsequent amendments. It is the use of language, visual material or physical behaviour that expresses hostility against or brings into contempt or ridicule any other person on the grounds of their colour, race, ethnicity or national origin, which is offensive or hurtful to the person and which is either repeated or so significant that it has a detrimental effect on that person's employment, job performance or job satisfaction.
- d. **Bullying:** Repeated, unreasonable behaviour directed towards an individual or group that creates a risk to health and safety, including psychological harm.
- e. **Workplace Violence:** Any act, threat, or gesture of physical violence, intimidation, or abuse that occurs at or outside the workplace and disrupts the work environment.

Prohibited Conduct

NKBA strictly prohibits any form of harassment, bullying, or workplace violence. This includes, but is not limited to:

- Verbal abuse, offensive jokes, or derogatory remarks based on protected characteristics such as race, ethnicity, religion, gender, sexual orientation, age, disability, or any other protected status under New Zealand law.
- Physical abuse, assault, or aggressive behaviour towards any individual.
- Cyberbullying or harassment through electronic means, including emails, social media, or any other digital platform.
- Threats, intimidation, or coercive behaviour that creates a hostile or unsafe working environment.

Harassment (including sexual and racial harassment) is not:

- Occasional and appropriate compliments on a person's appearance
- Appropriate performance management and feedback

Bullying is not:

- Raising genuine performance or conduct concerns
- Constructive feedback and genuine peer review
- A reasonable request from your manager
- Undertaking a disciplinary process in line with NKBA's policies

Individuals are encouraged to make it immediately clear to the person responsible that such behaviour is unwelcome, and/ or hurtful and/ or offensive. Where an employee feels unable to approach the person or persons harassing them, and/ or the conduct continues; it should be reported to a manager as soon as reasonably possible.

Reporting Procedures

- i. Any individual who experiences or witnesses harassment, bullying, or workplace violence is encouraged to report the incident promptly. Reports can be made to a supervisor, manager, human resources department, or any designated individual responsible for handling such matters.
- ii. NKBA will ensure that all reports are treated with confidentiality, sensitivity, and fairness.

Retaliation against anyone who reports an incident or provides information regarding harassment, bullying, or workplace violence is strictly prohibited and will be subject to disciplinary action.

NOTE: Threats or assaults that require immediate attention by security or Police should be reported first to site security if applicable or to Police at 111.

Investigation and Resolution

On receipt of a complaint, NKBA will take whatever immediate steps practical to prevent the repetition of the events which lead to the complaint. They will then:

- i. Investigate the matter fully with sensitivity and in confidence in a fair and objective manner. Investigations may involve individual interviews with the complainant, alleged offender, and any relevant witnesses. The organisation may also gather supporting evidence and documentation.
- ii. Protect individuals, as far as practicable, from possible further harassment during the investigation.
- iii. If the investigation substantiates the allegations, appropriate disciplinary action will be taken against the offender, which may include counselling, warnings, suspension, or termination of employment, as deemed necessary.

Disciplinary Action

Any complaints received by NKBA will be referred to the employer of all parties involved, or the BCITO | Te Pūkenga Training Advisor if any of the parties is a student.

If Serious Misconduct is established, disciplinary action may be dismissal for an employee, termination of membership for a member, removal from a course for a student of NKBA, or termination of a contract for an independent contractor.

As a matter of policy NKBA will:

- Ensure a person making a genuine complaint will not be disadvantaged in any way and will treat seriously any victimisation of complainants or people involved in a bullying or harassment investigation.
- Inform all parties concerned of the outcomes of any investigation.

Support and Resources

NKBA is committed to providing support to individuals affected by harassment, bullying, or workplace violence. Individuals are encouraged to seek help if needed; the association will treat such matters with confidentiality and provide support without discrimination. NKBA can provide contact details for support services you can access easily and confidentially.

The Manager/ President will support all efforts made by supervisors and specialists in dealing with violent, threatening, harassing, intimidating or other disruptive behaviour in our environment and will monitor whether this policy is being implemented effectively.

Policy Dissemination

This policy will be communicated to all relevant stakeholders through orientations, NKBA meetings, employee handbooks, and other appropriate channels.