

## Dignity and Respect Policy

Dated 28 September 2018

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1. This policy covers all those working at or with AMINZ, either in paid or voluntary roles, visiting AMINZ or providing services to AMINZ.
2. AMINZ is committed to providing an environment in which all individuals are treated with dignity and respect.
3. This policy is a central plank of AMINZ's commitment to diversity, inclusion and fairness and will be applied rigorously and to all conduct without exception.
4. Discrimination in any form will not be tolerated at AMINZ. The prohibited grounds of discrimination include sex, marital status, religion or ethical belief, colour, race, ethnicity, disability, age, political opinion, employment or family status or sexual orientation.
5. Sexual and racial harassment is unlawful discrimination under both the Human Rights Act 1993 and the Employment Relations Act 2000. Such behaviour may take many forms including:
  - Conduct which is unwanted by the recipient and perceived as offensive, hostile or threatening;
  - Conduct which gives rise to offense on the part of the recipient or anyone observing or witnessing the conduct or a hostile or threatening work environment.
  - Conduct which creates an atmosphere in which it is feared that rejection or submission will be used as a basis for decisions which have an impact on the recipient such as an allocation of work.
6. AMINZ notes its obligations under the Health and Safety at Work Act 2015. The following are examples of types of behaviour which may amount to harassment. The events could be on-going or isolated, but include (and are examples only):
  - Unwanted touching;
  - Requests for sexual favours in return for career advancement;
  - Unnecessary physical contact;
  - Exclusion from social networks and activities or other forms of isolation;
  - Bullying;
  - Compromising sexual suggestions or invitations;
  - Suggestive remarks or looks;
  - Display of offensive materials, including on a computer screen;
  - Tasteless jokes or verbal abuse, including any sent by email;
  - Offensive remarks or ridicule;
  - Verbal threat;
  - Intimidating behaviour;
  - Dealing inappropriately or inadequately with complaints of harassment.
7. Complaints of harassment may be raised informally with the Executive Director or in their absence or if inappropriate, with the AMINZ President or if both are unavailable and/or inappropriate the Vice President.
8. All complaints will be dealt with in a sensitive and discrete manner.
9. Complainants will be kept advised of the process being followed to investigate, with an external investigator if necessary, and will be kept advised of progress made throughout.
10. AMINZ is committed to ensuring that no one who makes an allegation of harassment in good faith should be subjected to any detriment or disfavour as a result. Any isolation or

victimisation of a complainant, witness or anyone else involved in the investigation of a complaint may be viewed as a disciplinary matter.

11. In addition AMINZ adopts the WorkSafe NZ's Good Practice Guidelines "*Preventing and Responding to Bullying at Work*", p 36 principles to follow when investigating complaints.<sup>1</sup>
12. A copy of this policy is to be made available including to staff, Councillors and contractors.
13. This policy was developed with staff and Council input.

This policy was adopted by the AMINZ Council on 28 September 2018 and will be reviewed biannually.

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<sup>1</sup> Best practice for resolving bullying and harassment allegations and other disputes, would, in the usual case, require the following:

- (a) All matters raised are treated seriously.
- (b) Those who deal with the complaint (internally or externally) are trained to do a fair and thorough investigation and use the principles of natural justice.
- (c) Complaints should be dealt with quickly, courteously, fairly and within established timelines.
- (d) Anyone who raises an issue is not victimised for doing so. Whoever the complaint is made against and any witnesses should also be protected from victimisation.
- (e) Once a complaint has been made, both parties should be told what support is available to them.
- (f) All parties involved should be treated with sensitivity, respect and courtesy.
- (g) Anyone involved is entitled to have a support person present at interviews or meetings.
- (h) Impartiality towards everyone involved is critical during the process.
- (i) Where possible, the person in charge of the investigation or resolution process should not have been directly involved in the incidents and must avoid any personal or professional bias.
- (j) All parties need to be told what to expect during the process, how long it will take, the reasons for any delays and what will happen at the end. They must be given clear reasons for actions taken or not taken.
- (k) The process should ensure privacy for all parties involved. Details of the matter should only be known to those directly concerned.
- (l) Even if the issue isn't formally investigated, a record should be kept of all informal conversations, meetings and interviews.
- (m) There should be a hierarchy of response options, depending on the level of seriousness of the allegation. Wherever possible, low key and informal solutions should be attempted first.