



Bullying, Harassment and Discrimination Policy

Te Kaupapa Here o te Whakatumatuma, te Inonotitanga me te Whakahāwea

Version 1 | Mahi Tuatahi

Effective Date | Whakamana tahito: June 2026 | Hune 2026

Next Review | ā houanga arotake: June 2029 | Hune 2029

Policy Owner | Rangatira Kaupapa Māhere: Chief Executive Officer

Key Accountabilities | Ngā Takonga Tuatahi: Chief People Officer

Introduction | Tīmatanga Kōrero

The purpose of this policy is to:

- Provide a safe and enjoyable work environment for all employees which requires high standards of personal behaviour.
- Provide clear definitions of what constitutes bullying, harassment and discrimination.
- Provide clear understanding of reporting and responding to a case of bullying, harassment and discrimination.
- Direct employees to the appropriate process to resolve instances of bullying, harassment and discrimination.

Applies To | Ko Wai Whakahāngaitia

This policy applies to all employees, contractors and volunteers of Whānau Manaaki.

General Principles | Mātāpono Whānui

1. Whānau Manaaki has zero tolerance of any form of bullying, harassment and discrimination in the workplace.
2. Whānau Manaaki employees are expected to reflect and demonstrate the values of our organisation.
3. Whether the bullying, harassment or discrimination occurs at work or by a person not employed by Whānau Manaaki, the matter will be taken seriously, responded to in a timely manner and with sensitivity and confidentiality as far as possible whilst ensuring the principles of natural justice are met.
4. Employees, contractors and volunteers have the right to work in an environment in which they are free from bullying, harassment and discrimination.

Definitions | Tautuhi

Bullying Definition

“Workplace bullying” is defined as the repeated and unreasonable behaviour directed towards a worker or a group of workers that creates a risk to health and safety.

Bullying may include but is not limited to:

- Excluding someone from team meetings, discussions, or activities.
- Consistently taking credit for someone else's work.
- Spreading false rumours.
- Swearing or yelling at someone else.
- Unreasonable demands
- Insults or put-downs
- ‘Rules’ made up or misapplied
- Constant ‘blaming’ for errors



Bullying is not:

- One-off occasional instances of forgetfulness, rudeness or tactlessness.
- Setting high performance standards.
- Issuing reasonable instruction and expecting them to be carried out.
- Constructive feedback of any type and legitimate advice, peer review.
- Targeted affirmative action policies.
- Assertively expressing opinions that are different from others that do not escalate into bullying, harassment or violence.

Sexual Harassment Definition

“Sexual harassment” means any form of sexual or gender-oriented attention or behaviour that is unwanted and which is personally offensive to the recipient.

Sexual Harassment may include but it's not limited to:

- Sharing sexually inappropriate images or videos, such as pornography or lustful gifs, with co-workers.
- Sending suggestive letters, notes, or emails.
- Displaying inappropriate sexual images, posters or calendars in the workplace.
- Telling vulgar jokes or sexual anecdotes.
- Making inappropriate hand or body sexual gestures.
- Staring in a sexually suggestive or offensive manner or whistling.
- Making sexual comments about appearance, clothing, or body parts.
- Inappropriate touching, including pinching, patting, rubbing, or purposefully brushing up against another person.
- Asking sexual questions, such as queries about someone's sexual history or their sexual orientation.
- Making offensive comments about someone's sexual orientation or gender identity.
- Unwanted comments or teasing about a person's sexual activities.
- Persistent and unwelcome social invitations, or telephone calls or emails, from workmates at work or at home.

Racial Harassment Definition

Racial harassment is defined as when an employee is subjected, for reasons of race, colour, nationality or ethnic origin to behaviour that might reasonably be perceived by the receiver to be offensive or unwelcome.

“Racial Harassment” is defined as using language, visual material or physical behaviour that directly or indirectly expresses hostility against or brings into contempt or ridicule, the employee on the grounds of race, colour or ethnic or national origins or the employee. The harassment is hurtful or offensive to the employee and has either by its nature or through repetition, a detrimental effect on the employee's employment, job performance, or job satisfaction.

Racial Harassment may include but is not limited to:

- Making offensive remarks about a person's race
- Copying or making fun of the way a person speaks
- Making jokes about a person's race
- Calling people by racist names
- Deliberately mispronouncing or mocking people's names.

Harassment Definition

“Harassment” is defined as means intimidating, threatening or degrading behaviour directed towards a person or group that is likely to have a harmful effect on the recipient. This may be a serious single incident or may include repeated behaviour.

Discrimination Definition

“Discrimination” means any discrimination that is unlawful under the Human Rights Act 1993 or any other enactment and includes but isn’t limited to a person being discriminated against due to their:

- Sex, including pregnancy and childbirth
- Marital status
- Religious Belief
- Ethical belief
- Colour
- Race
- Ethnic or national origins, which includes nationality or citizenship
- Disability, including physical or psychiatric illness
- Age
- Employment Status
- Family Status
- Sexual Orientation

Sexual Harassment

The Chief People Officer has the role of the Sexual Harassment Advisor. This role is to advise and support (where appropriate) any person who has concerns about sexual harassment, including but not limited to:

- a. A person who believes they have been sexually harassed.
- b. A person who believes that the sexual harassment is happening to someone in the workplace.
- c. A person against whom an allegation has been made.

Any discussion with the Sexual Harassment Advisor will be treated in the strictest confidence and the decision about making a complaint remains with the person feeling harassed.

In Practice

1. All Whānau Manaaki employees, contractors and volunteers are expected to:
 - d. Treat their colleagues with respect.
 - e. Behave in ways that contribute to a safe and positive workplace.
 - f. Be understanding of peoples differences.
 - g. Report any behaviour which they genuinely consider to be a breach of this policy.
2. In addition to this, all of Whānau Manaaki’s Head Teachers and other people leaders are expected to:
 - a. Lead by example and build a respectful work environment.
 - b. Encourage their team members to talk through any issues which may be considered bullying or harassment (where appropriate).
 - c. Treat any complaint seriously and act promptly to get it resolved
3. Where it is perceived that bullying, harassment or discrimination have taken or are taking place on an ongoing basis, it is important to raise your concerns as soon as possible after the behaviour of concern occurs.

4. We encourage all employees who feel they have been subjected to bullying, harassment or discrimination to discuss this with the person involved first if they feel they can. The Complaints and Concerns Policy can be used in conjunction with this.
5. If an informal resolution has failed to stop the behaviour or the employee feels the matter requires urgent escalation, you should make a formal complaint under the Complaints and Concerns Policy.
6. All complaints regarding bullying, harassment and discrimination shall be taken seriously and will be fully investigated following the Investigations Process.
7. Where bullying, harassment or discrimination are found to have taken place, disciplinary action may be taken under the Disciplinary and Misconduct Policy.

Relevant Legislation and Regulations | [Whaitake Ture me Waeture](#)

1. Employment Relations Act 2000
2. Human Rights Act 1993
3. Harassment Act 1997
4. Kindergarten Teachers, Head Teachers, and Senior Teacher Collective Agreement
5. Office Based Support Staff Collective Agreement
6. Support Staff Collective Agreement
7. Individual Employment Agreements

Related Procedures or Processes and Documents | [Pākanga Tukanga me Pukapuka](#)

1. Complaints and Concerns Policy
2. Disciplinary and Misconduct Policy
3. Investigations Process

Policy Review Cycle | [Kaupapa Arotake Hurihanga](#)

This policy is to be reviewed every three years. Whānau Manaaki may amend or cancel this policy or introduce a new policy, as it considers it necessary within the current cycle of the policy. Any amendments will be considered by the policy Working Group and will need to be approved by the Senior Leadership Team and the Board. The policy will continue on the same review cycle.