

Bullying and Harassment Policy

Policy Statement

Cycling Southland has a responsibility to ensure the workplace is free from harassment, discrimination and bullying.

Purpose

To ensure that Cycling Southland has a valid and robust method for preventing, responding to and resolving any harassment or bullying within the organisation.

Scope

This policy applies to Cycling Southland activities, including those involving club members, volunteers, visitors and subcontractors inside and outside of normal scheduled working hours.

Definitions

'Bullying' is an unreasonable behaviour, repeated over time, which is deliberate and intended to humiliate, undermine or otherwise have a detrimental effect on the recipient(s) even though it may not be unlawful.

'Harassment' is any unwelcome comment, conduct or gesture that is intimidating, humiliating, malicious, degrading or offensive. It might be repeated or an isolated incident but it is so significant that it adversely affects someone's performance, contribution, or work environment. It can include physical, degrading or threatening behaviour, abuse of power, isolation, discrimination, sexual harassment and racial harassment.

Harassment

Harassment occurs when someone is made to feel intimidated, insulted or humiliated because of:

- Age
- Disability
- Sexual preference
- Religion
- Race or ethnicity
- Gender including pregnancy, marital status, family/carer responsibilities
- Any other characteristic specified under anti-discrimination or human rights legislation.

Examples of harassment include:

- Telling insulting jokes about particular groups or genders.
- Sending offensive or insulting emails.
- Displaying offensive posters or screensavers.
- Making derogatory comments about someone's race or religion.

Sexual Harassment

This can include any unwanted sexually related behaviour that, in the circumstances, a reasonable person could be offended, humiliated or intimidated by. Usually this can constitute an ongoing series of events, however legally, just one act can constitute harassment.

Examples of Sexual Harassment

- Making obscene or sexually suggestive remarks or jokes.
- Intrusive inquiries into someone's private life.
- Unwanted touching or physically molesting a person.

Discrimination

Discrimination occurs when someone or a group of people is treated less favourably or unfairly because of their:

- Age
- Race or religion
- Disability
- Gender including pregnancy, marital status, family/carer responsibilities

Note: This list is not exhaustive.

Workplace discrimination can occur during the following activities and circumstances:

- Recruitment and selection of workers
- Term, conditions and benefits offered through employment.
- Who is offered training and what sort of training is offered.
- Who is considered and selected for transfer, promotion, retrenchment or dismissal.

Bullying

This relates to a misuse or abuse of power in relationships between people. It includes the repeated less favourable treatment of a person by another or others in the workplace.

It includes behaviour that intimidates, offends, degrades or humiliates a person and is unreasonable in the circumstances.

Examples of Workplace Bullying

Physical

- Shouting
- Swearing
- Slamming doors

Psychological

- Silent treatment
- Assigning meaningless tasks unrelated to the position
- Deliberately withholding information needed for effective work performance.

Bullying Is Not:

- Reasonable management action including:
- Setting reasonable performance goals, standards and deadlines
- Providing constructive feedback on work performance or behaviours
- Following counselling or disciplinary policies and procedures
- Differences of opinion
- Poor or bad management practices
- An interpersonal conflict
- A one-off incident – outburst of temper.

Responsibilities

The General Manager is responsible for:

- Providing a safe working environment free from discrimination and harassment.

All staff are responsible for:

- Avoiding behaviours that may be perceived by others as bullying or harassment.
- Raising concerns about any behaviours of other workers which they perceive as bullying and harassment.
- Reporting harassment directing affecting them to the General Manager or president.
- Helping create a safe working environment free from discrimination and harassment by reporting harassment directed towards other people within the workplace.
- Ensuring they do not harass or discriminate against any person within the workplace.

Procedures

The process to report harassment, bullying or discrimination within the workplace is:

- Report to the General Manager as soon as it occurs.
- If you are uncomfortable advising the General Manager, contact a member of the executive board.
- An investigation into the behaviour will be held. The procedure for this is outlined in section 8.0 of the Cycling Southland Complaints Policy.
- The complainant will be notified of the outcome of the investigation.