



Inclusive Excellence Policy

Purpose

The purpose of this policy is to ensure all Members of the Unitec Community are actively engaged and supported in an inclusive, flexible and equitable work and learning environment.

Scope

This policy applies to all Members of the Unitec Community and is applicable to all Unitec activities and locations

Policy Statement(s)

1. Unitec is committed to inclusive excellence and to equity of opportunity for all staff and students
 2. The principle of Ngākau Mahaki - Respect underpins this policy
 3. Unitec actively cultivates a work and learning environment that recognises and promotes the advantages and value of diversity and uses these to achieve the best possible educational, business and community outcomes.
 4. All Members of the Unitec Community are entitled to be treated with fairness, dignity and respect, free from any type of Harassment or Bullying
 5. Unitec will identify and seek to eliminate unfair and illegal barriers and support equitable access, participation, engagement and success for all staff and students, particularly Māori and other priority groups, through robust equity and inclusion practices with measurable outcomes
 6. Unitec staff with line management responsibility must take all reasonable steps to ensure that the work or learning environment for which they are responsible is free from any form of Harassment or Bullying.
 7. Any member of the Unitec Community who experiences activity which they believe to be Harassment or Bullying is entitled to make a complaint about this activity and to be supported through the process of resolving their complaint.
 8. Complainants and Respondents are assured the complaint will be responded to in a sensitive, timely and confidential manner where both are accorded natural justice through impartial and transparent procedures which also protect them against victimisation and reprisals.
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Associated Procedures

- [Countering Harassment and Bullying Procedures](#)
- [Countering Harassment and Bullying Process Flowchart Staff](#)
- [Countering Harassment and Bullying Process Flowchart Student](#)

Definitions

Term	Means
Bullying	Workplace bullying is repeated and unreasonable behaviour directed towards a worker or a group of workers that creates a risk to health and safety. • Repeated behaviour is persistent and can involve a range of actions over time. • Unreasonable behaviour means actions that a reasonable person in the same circumstances would see as unreasonable. It includes victimising, humiliating, intimidating or threatening a person. A single incident of unreasonable behaviour is not considered workplace bullying, but it could escalate and should not be ignored. Harassment and discrimination, which can be part of bullying, have their own legal remedies that are explained in the section on 'Other undesirable behaviour'. Oxford Dictionary (1998) Bully :(n) "A person who uses strength or influence to harm or intimidate others who are weaker" Bully: (v) use superior strength or influence to intimidate (someone), typically to force them to do what one wants
Complainant	the person who complains either formally or informally that they have experienced Harassment and/or Bullying as a result of the behaviour and/or actions of another person or persons.

Term	Means
Harassment	is verbal, written, visual or physical conduct in relation to race*, colour, ethnic or national origin, gender, age, disability, marital or family status, religion, ethnical belief, political opinion, participation or the decision not to participate in the activities of an employees' association, sexual orientation* or health status, and • Is directed at an employee or student; <u>and</u> • Is offensive, intimidating or threatening in nature; <u>and</u> • Is unwelcome or offensive to the recipient; <u>and</u> • Is repeated or is of such a serious nature or persistent to the extent that it creates a hostile environment and/or has a detrimental effect on the individual's employment, job performance, opportunities of job satisfaction, or the student's ability to study. <i>* further description of sexual and racial harassment is defined in the <u>Countering Harassment and Bullying Procedures</u></i>

Reference Documents

Related Legislation

- Employment Contracts Act 1991
- Crimes Act 1961
- Human Rights Act 1993
- Privacy Act 1993
- Harassment Act 1997
- Employment Relations Act 2000
- Health and Safety in Employment Act 1992 and Amendment Act 2001
- Protected Disclosures Act 2001
- Good Practice Guidelines: Preventing and Responding to Workplace Bullying (MBIE February 2014)
- Worksafe NZ

Related Unitec Policies

- Student Complaints Resolution Policy
- Disciplinary and Performance Management Policy
- Staff Code of Conduct
- Student Disciplinary Statute

Appendices

Bullying and Harassment Behaviours

Approval Details

Version number (this version:	1.0	Issue Date (this version):	22 August 2017
Version History (Amendments made to this version)	Date of amendment/s: • May 2017	Amendment/s: • Full review of policy – replaces Countering Harassment Policy	
Approval authority:	ELT	Date of Approval	18 August 2017
Policy Sponsor (Has authority to approve minor amendments)	Executive Director People and Safety	Policy Owner:	Equity and Inclusion Manager
Contact Person	Equity and Inclusion Manager	Date of Next Review	May 2020

Appendix 1 Bullying and Harassment Behaviours

Employees and students of Unitec are expected to behave towards all people in a manner that is respectful and fosters a harassment and bullying free environment. This means that the following types of behaviour (including but not limited to) shall not occur:

Harassment

- displaying sexual or sexist material
- disruptive behaviour which interferes with the rights and learning opportunities of others
- language and imagery which is offensive and/or intimidating (may be verbal, written or electronic)
- hand gestures of an offensive nature
- any threatening or acts of aggression, bullying or intimidatory behaviour
- calling others offensive nicknames
- belittling others' religious or cultural beliefs
- looking at others in such a way that they feel uncomfortable
- invading others' personal space
- touching others in a way they find unwelcome
- making racist or sexist jokes or comments
- mimicking others' accents, stutters or mannerisms
- spreading rumours
- playing ill-natured practical jokes
- venting work pressure by swearing or using abusive language
- requesting dates or sexual contact with others who find the approach unwelcome and/or where a formal imbalance of power exists, such as an employee making such requests of a student or a supervisor making such requests of a staff member he or she supervises
- threatening or implying adverse treatment if requests for sexual contact is not agreed to

Bullying

- verbal abuse; yelling, using profanities/foul language
- spreading malicious rumour, gossip, or innuendo
- belittling a person's opinions
- excluding, isolating or ignoring someone
- intimidating a person – using psychological, physical or emotional forms
- undermining or deliberately impeding a person's work
- overloading, or unreasonably denying, or starving a person of responsibility
- establishing impossible deadlines that will set up the individual to fail
- physically threatening abuse/aggressive body language
- making jokes that are 'obviously offensive'
- unjustifiably blocking applications for training, leave or promotion

Harassment or bullying by electronic means is prohibited. This includes viewing, writing, drawing, taking, displaying, printing or downloading objectionable material via computer, PDA and phone text or ptxt, still or video camera. <http://creativecommons.org/licenses/by/3.0/nz/> Page 4 of 20
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