



Prevention Of Harassment Procedure

Procedure Number
WCDHB-HR-0007

Version Nos:
4

The West Coast District Health Board (WCDHB) is committed to the principles of being a “good employer” and will not tolerate harassment and bullying by any person, be they an employee or a person who has contact with our business. Minimising harassment will assist in maintaining a healthy working environment and add to the dignity of human endeavour in the organisation. To this end, WCDHB has a zero tolerance of all harassment.

2. Application

This Procedure is to be followed by all staff throughout WCDHB.

3. Definitions

For the purposes of this Procedure:

Harassment is taken to mean offensive, insensitive, intimidating and unasked-for behaviour. It includes the abuse or improper use of power or authority, offensive questions, comments, gestures, offensive physical contact or assault. Harassment can be based on gender, race or national origin, religious or ethical belief, political affiliation, employment status, age and physical disability. Examples of harassment can include:

- racially or sexually orientated jokes and material (printed, visual etc) ; or
- offensive comments, abuse and leering;
- unwanted, deliberate physical contact;
- unwanted questions and comments about a persons private life;
requests for sexual favours that imply favourable treatment or threats of unfavourable treatment.

4. Responsibilities

For the purposes of this Procedure:

all Staff Members are required to:

- act and behave in a manner which maintains WCDHB free from harassment.

the **Human Resources Manager** is required to:

- investigate immediately, any complaint of harassment.

5. Resources Required

This Procedure requires no specific resources.

6. Process

- 1.00 Harassment is serious and detrimental to the performance and productivity of individuals as well as to their self esteem and reputations. All WCDHB staff members must be able to work and learn in an environment that is free from harassment. All complaints of harassment will be taken seriously, and investigated in a manner that is fair, private and quick.
- 1.01 Any breach of this Procedure will be considered as serious misconduct within the terms of the WCDHB Code of Conduct and upon investigation may result in disciplinary action.



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- 1.02 A claim of harassment is the basis for an employee to either make a formal complaint under the WCDHB Complaints Procedure. Any individual who wishes to pursue a claim of harassment shall in the first instance contact the Human Resources Manager who will offer support and guidance.
- 1.03 This Procedure is a complement to the protection under the Human Rights Act (1993) as well as the Employment Relations Act (2000) and Amendments,
- 1.03 Minimising harassment will assist in maintaining a healthy working environment and add to the dignity of human endeavour in the organisation. To this end, WCDHB has a zero tolerance of all harassment. All WCDHB staff members are required to act and behave in a manner that ensures that the WCDHB free from harassment.
- 1.04 The Management of WCDHB will pursue, on behalf of its staff members the protections offered against harassment by following the Procedures for complaints of harassment as per the:
- i) WCDHB Complaints Procedure; or
 - ii) personal grievance Procedures
 - iii) actions prescribed by the Human Rights Act (1993).
 - iv) actions prescribed by the Employment Relations Act (2000) and Amendments.
- 1.05 The Management of WCDHB will ensure that all WCDHB staff members are made aware of their obligations and rights with regards to harassment. This will be achieved through:
- i) the Staff Orientation Programme; and
 - ii) incorporation of harassment education into staff professional development education programmes; and
 - iii) promotion of staff member obligations and rights with regard to harassment through the displaying of information on notice boards throughout WCDHB facilities.

7. Precautions And Considerations

- ➔ All staff members are required to act and behave in a manner which maintains WCDHB is free from harassment.
- ➔ The WCDHB is committed to the operation of human resource policies that comply with the principle of being a “good employer”(in accordance with Section 77a of the State Sector Act 1988 and Amendments).

8. References

There are no references associated with this Procedure.

9. Related Documents

WCDHB Complaints Procedure

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