

25 January 2019

## **Bullying, Harassment and Discrimination Policy**

1. The New Zealand Registered Architects Board is committed to protecting the rights, dignity, safety and wellbeing of all NZRAB officeholders, employees and others involved in NZRAB activities.
2. To that end, bullying, harassment and discrimination are completely unacceptable in the NZRAB as a workplace and in other places where NZRAB activities occur.
3. Bullying in this context includes, but is not limited to, making threats, spreading rumours, attacking a person physically or verbally, cyber bullying, and excluding a person from a group on purpose, thereby risking a person's mental or physical health and safety.
4. Cyber-bullying in this context is the use of electronic communications to bully, harass or frighten.
5. Harassment in this context includes, but is not limited to, unwanted physical, sexual or verbal behaviour that offends, humiliates, frightens or intimidates.
6. Discrimination in this context includes, but is not limited to, for no good reason treating a person unfairly or less favourably on the grounds of race, gender, sexual orientation, religious belief, age, body size, marital state, country of origin or disability.
7. Discrimination can also occur when a requirement, rule, policy, practice or procedure that applies in general has an unequal effect on a particular group.
8. Differences of opinion, conflicts and workplace problems are not of themselves bullying, harassment or discrimination.
9. Workplace counselling, managing underperformance and other legitimate management by the NZRAB as an employer are not of themselves bullying, harassment or discrimination.
10. Bullying, harassment and discrimination by any NZRAB employee is potentially serious misconduct and a disciplinary matter.

11. Bullying, harassment and discrimination by a NZRAB Board member is misconduct and potentially a basis for that Board member's removal from the Board.
12. Bullying, harassment and discrimination by a NZRAB office holder outside the Board (eg Registration Assessor, Panel or Committee member etc appointed by the Board) or a volunteer or contractor is potentially a basis for that person's involvement with the NZRAB being terminated.
13. Bullying, harassment and discrimination that is criminal shall be reported to the Police where appropriate.
14. Bullying, harassment and discrimination directed against NZRAB employees or office holders by persons outside the NZRAB shall be reported to the Chief Executive or the Board Chair who shall take appropriate action to protect the person(s) affected.
15. Where a NZRAB employee or office holder believes they have been subjected to bullying, harassment or discrimination, they are entitled to report the matter to the Chief Executive, the Board Chair, other Board members, the responsible Minister, the responsible ministry, their lawyer, the Ombudsman, or the Police.
16. Where a NZRAB employee or office holder believes they have been subjected to bullying, harassment or discrimination and has reported the matter, they are entitled to be supported and treated with dignity and respect and for the matter to be properly and promptly investigated and to be advised of the results of that investigation.
17. Where a NZRAB employee or office holder is accused of bullying, harassment or discrimination, they are entitled to be supported and treated with dignity and respect and for the matter to be properly and promptly investigated and to be advised of the results of that investigation.
18. Where a NZRAB employee or office holder is accused of bullying, harassment or discrimination the NZRAB is entitled, if appropriate, to require that person to step aside from their duties or NZRAB related activities until the matter is resolved.
19. Where a NZRAB employee or office holder is accused of bullying, harassment or discrimination, the matter may be dealt with informally or formally depending on the circumstances.
20. An informal resolution shall involve the person against which the allegation has been made being so advised, and for an informal resolution to be achieved all the parties involved must agree to it.
21. If the person against which the allegation has been made will not accept and comply with the results of an informal resolution then, if the allegation is substantive, a formal complaint procedure shall be implemented.
22. The NZRAB's formal complaint procedure regarding bullying, harassment or discrimination shall entail:

- a. a complaint in writing
  - b. the person complained about being advised and provided with the evidence
  - c. an independent and credible person being appointed by either the Chair or the CEO to investigate the complaint
  - d. the results of that investigation then being presented to either the Chair or the CEO who shall then determine the appropriate response.
23. No person shall be victimised because in good faith they have made, or propose to make, an allegation of bullying or harassment or discrimination or appear as a support, or a witness, or provide information about an allegation.
24. When dealing with allegations of bullying, harassment or discrimination, the information privacy principles of the Privacy Act 1993 and the principles of natural justice shall be applied throughout the process.