

POLICIES AND PROCEDURES

Prevention of Bullying Harassment Discrimination Guidelines

Last Modified:	30 September 2021
Review Date:	30 September 2024
Business Owner:	Executive Director, People, Culture & Wellbeing
Approval Authority:	Vice-Chancellor

1. BACKGROUND

to ensuring people are treated with dignity and respect. All members of the University community have the right to study and work in an environment that is safe and inclusive.

2. PURPOSE

The purpose of these guidelines is to:

- Promote ethical interactions between members of the University community
- Enable members of the University community to identify, prevent, report and/or resolve incidents of harassment, bullying or discrimination
- Prevent likelihood of bullying, harassment or discrimination occurring.

3. APPLICATION

These guidelines apply to all members of the University community staff, students, contractors and visitors

4. GUIDELINES

What is bullying?

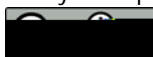
Bullying means unreasonable behaviour, repeated over time, which can be reasonably expected to humiliate, exclude, undermine or otherwise have a detrimental effect on the recipient(s) and/or pose a risk to their health and safety even though it may not be unlawful.

Bullying (continued)

There are 4 key features of bullying behaviours, which are:

- They are targeted at an individual or individuals;
- They are unreasonable (the behaviour is not acceptable in the circumstances);
- They are repeated; and
- They are perceived to have a detrimental effect (physically, emotionally, financially, or otherwise) and/or pose a risk to their health and safety.

For bullying to have occurred, all four features must be present. For examples of behaviours which do and do not constitute bullying,



What is harassment?

Harassment is defined as any unwelcome comment, conduct or gesture that is insulting, intimidating, humiliating, malicious, degrading or offensive. It might be an isolated incident or repeated but it is so significant that it adversely affects someone's performance, contribution or work environment. It can include physical, psychological, degrading or threatening behaviour, abuse

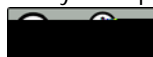




Formal Complaint

When someone chooses not to use informal processes or use of informal processes has failed to resolve the problem, they may make a formal written complaint to the Executive Director, People, Culture & Wellbeing (where the respondent is not a student) or the University Proctor (where the respondent is a student):

1. If the person complained about is a



- of the complainant) and the investigation to allow them to make an informed response;
- 9. To be given an opportunity to provide an explanation and make representations, including having their witnesses heard;
- 10. To be supported by or represented by the person of their choice;
- 11. To have the matter assessed by an impartial person;
- 12. To appeal the outcome.

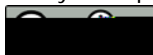
to investigate the complaint impartially and the investigator is required to:

- 13. Provide the person complained about with a letter informing them that a complaint has been received, giving details of the allegations and defining the process of the investigation;
- 14. Receive any comments, either in person or in writing, to that letter;
- 15. Carry out such investigation as is necessary;
- 16. Advise the person complained about of their preliminary views as to those findings and as to the penalty, if any;
- 17. Receive and consider representations on those preliminary views;
- 18. Make and advise the person complained about of the final decision on the findings and as to the penalty, if any;
- 19. Advise the person complaining in confidence that a final decision has been made and give appropriate details.

Mediation

Mediation can be used as part of informal or formal approaches (refer to appendix 4). Mediation involves a trained and impartial mediator sitting with all parties concerned to try to get an agreement and a way forward. Mediation can be used early on in the situation or

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Harassment is defined as any unwelcome comment, conduct or gesture that is insulting, 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 and/or racial harassment.

What are some examples of harassment?

Harassment can take many forms including:

- unwanted physical contact, ranging from an invasion of space to an assault

- offensive comments, including insults, jokes or gestures, open hostility, verbal or physical threats

- insulting, abusive, embarrassing or patronising behaviour or comments, humiliating, intimidating, and/or demeaning criticism

- spreading malicious rumours



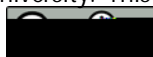
Racial harassment may include:

- making offensive remarks about a
- mimicking the way a person speaks
- making jokes about a race
- calling people by racist names

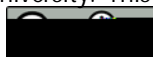
incorrectly.

Stalking may be characterised by any of the following repeated and unwanted behaviours:

- repeatedly following a person
- persistently contacting, or attempting to contact, a person by any means
- monitoring a person use of the internet, email or any other form of electronic communication



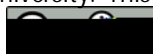
What are some examples of victimisation?



If a complaint cannot be resolved by direct discussion, or an individual does not feel comfortable addressing the issue face to face or in writing, they should discuss the matter and seek guidance from an appropriate person in confidence. These contacts can be approached at any stage of the process.

Below is a list of internal contacts for students and staff within Lincoln University, as well as external providers of support and advice for both students and staff:

Role Title/ Organisation	Contact Details	Notes
STUDENT CONTACTS		
Lincoln University Students Association (LUSA)		

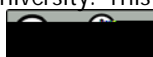


Role Title/ Organisation	Contact Details	Notes
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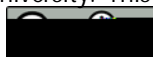
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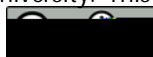
Telephone 423 0198

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Role Title/ Organisation	Contact Details	Notes
Human Resources	The relevant HR Business Partner for your Faculty/Business Unit	If you do not know who your local HR person is, please refer to the Hub/Human Resources page
Tertiary Education Union (TEU)	Jo McLean jo.mclean@teu.ac.nz	
Public Services Association (PSA)	0508 367 772 or send message via www.psa.org.nz	
	0800 186 466 or support@etu.nz	
EAP Support Services	0800 327 669 or https://www.eapservices.co.nz/	Free counselling for staff and their families
EXTERNAL CONTACTS: STUDENTS & STAFF		
ACC Accident Compensation Corporation	www.findsupport.co.nz or ISSCclaims@acc.co.nz	ACC funds therapy for people who have experienced sexual abuse or assault.
Lifeline Shakti	0800 543 354 0800 742 584 24 hour crisis line	For migline



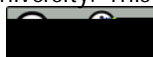


Who witnessed the incident?

How did the incident make you feel?

How has the

Please give this complaint to the Executive Director, People, Culture & Wellbeing (where the respondent is not a student) or the University Proctor (where the respondent is a student).



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