

HEALTH

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SAFETY





HEALTH AND SAFETY

01 – POLICY DOCUMENTS

Health and safety statement
Harassment and bullying

Health and Safety Statement

Hope Vineyard Church believes that an effective Health & Safety management system is the key to a successful organisation – ethically, morally, spiritually, legally and financially. Through our active commitment to legislation compliance and, most importantly, ensuring our workers and Church are safe, we will continuously look for opportunities to improve our performance and system while still following our Church values.

We aim to actively promote improvement through ensuring our staff and management are equally committed, involved and supportive of our Health & Safety practices.

To achieve this we will ensure all workers and visitors are:

- Working together, taking reasonably practicable steps to ensure that any significant risks or hazards to workers are minimised, and workers are protected, where elimination is impracticable.
- Involved in identifying and controlling new and existing hazards and regularly monitoring these hazards within our facilities.
- Informed about accident and emergency procedures.
- Aware of their responsibilities to themselves, their fellow workers and the general public.
- Utilising the systems in place to record all incidents, near misses or injury.
- Promoting the provision of advice, information, education and training in relation to work health and safety.

Authorised and reviewed by:

Shane and Lydia Read

Lead Pastors of
Hope Vineyard Church

Harassment and Bullying

PURPOSE

The purpose of this policy is to support a workplace that is free from harassment, discrimination and bullying.

SCOPE

This applies to all workers whether at the workplace of *[Insert church name]* or out in the field at other workplaces, as the work requires.

HARASSMENT

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

- Age
- Disability
- Sexual preference
- Religion
- Skin colour or ethnicity
- Gender including pregnancy, marital status, family/carer's responsibilities
- Or any other characteristic specified under anti-discrimination or human rights legislation

EXAMPLES OF HARASSMENT

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

SEXUAL HARASSMENT

Sexual harassment is also prohibited. It includes any unwanted sexually related behaviour that, in the circumstances a reasonable person would be offended, humiliated or intimidated by. Usually harassment and sexual harassment 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 inquires into a worker's private life
- Unwanted body 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:

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

This list is not exhaustive.

Workplace discrimination can occur during the following activities and circumstances:

- Recruitment and selection of workers
- Terms, 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
- As well as being against the law, discrimination in the workplace is also against the organisations policies and values.

WORKPLACE BULLYING

Workplace bullying is a form of harassment that, until recently, fell outside most current legal definitions of discrimination and harassment. It 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:

- Swearing
- Shouting
- 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 (e.g., outburst of temper)

VICTIMISATION

Victimisation is defined as a person or group of people retaliating or making reprisals including dismissing or harming the employment of those who submit a complaint about harassment, bullying or discrimination. Victimisation is prohibited behaviour and persons who victimise others may be subject to prosecution similar to that for bullying or harassment.

DEFINITIONS

Bullying: means 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: means 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 harassment and racial harassment.

RESPONSIBILITIES

The Health & Safety Office or designated person is responsible for:

- Providing a safe working environment free from discrimination and harassment

All workers are responsible for:

- Avoiding behaviours which 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 directly affecting them to their Health & Safety Office or designated person
- 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

HARASSMENT REPORTING PROCESS

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

- Report to your Health & Safety Office or designated person as soon as it occurs
- If you are not comfortable advising your Health & Safety Office or designated person, directly contact someone holding a senior management position within the organisation.
- An investigation into this behaviour will be actioned.
- You will be advised of the process as it happens.

FURTHER SOURCES OF INFORMATION

<http://www.legislation.govt.nz/act/public/1997/0092/latest/DLM417078.html> - Harassment Act 1997

<http://www.legislation.govt.nz/act/public/1993/0082/latest/DLM304212.html> - Human Rights Act 1993

<http://www.legislation.govt.nz/act/public/1961/0043/latest/DLM327382.html> - Crimes Act 1961

<http://www.legislation.govt.nz/act/public/1993/0028/latest/DLM296639.html> - Privacy Act 1993