



MAHI MIHINARE
ANGLICAN ACTION

BULLYING AND HARASSMENT POLICY

Category:	Practice
Last Review Date:	October 2023
Next Review Date:	October 2025
Endorsed by:	The Anglican Action Missioner
Approved by:	The Anglican Action Mission Trust Board

Purpose

Mahi Mihinare Anglican Action's vision is that everyone in the Mission is liberated and restored to themselves, whaanau, hapuu, iwi and all of creation. As such we are committed to providing a safe and respectful environment for all employees, contractors, visitors, and tangata whaiora. We believe in maintaining an environment free from harassment, discrimination, and any form of inappropriate conduct that may harm individuals' well-being or compromise the principles of equality and dignity. This policy outlines the Mission's stance on bullying and harassment and the steps we will take to prevent and address such behaviour.

Statement

'All of creation is sacred and of equal and infinite value with a soul worthy of care and respect.'

- Mahi Mihinare Anglican Action Mission Statement

Scope

This policy applies to all Mahi Mihinare Anglican Action staff members and tangata whaiora as outlined in the Definitions section of this policy.

Definitions

Agency	Agency means the Employer or Staff member as applicable.
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Bullying	<p>Workplace bullying is repeated, and unreasonable behaviour directed towards a staff member or tangata whaiora or a group of such people. Bullying can be physical, verbal or relational/social such as excluding someone or spreading rumours. It may include, but is not limited to, the following behaviour:</p> <ul style="list-style-type: none"> Being excluded; Being yelled at; Continually being criticised; Being sworn at; and Being ganged up on and/or singled out. <p>Workplace bullying is not, one-off or occasional instances of rudeness or misjudgement.</p>
Employer	Employer means 'The Anglican Action Mission Trust Board', referred to as 'Anglican Action' or 'The Mission' in this policy.
Harassment	<p>Harassment is defined as any unwanted, offensive, or unwelcome behaviour that creates an intimidating, hostile, or offensive environment. This includes, but is not limited to, verbal, written, physical, or visual conduct based on an individual's:</p> <ul style="list-style-type: none"> Gender Race, ethnicity, or nationality Religion or belief Sexual orientation Disability Age Marital status or family status Political opinion Employment status. <p>It includes harassment as defined under the Harassment Act 1997, section 3.</p>
Staff member	Staff member means all employees (permanent, fixed-term, or casual), consultants, contractors, service providers, students, and volunteers engaged by the Mission.
Tangata Whaiora	Tangata Whaiora means any individual whom the agency provides or agrees to provide a service or to whom the agency is legally obligated to provide a service.

Policy

1) Preventive Measures

To prevent bullying and harassment, and maintain a respectful work environment, the Mission will:

- a) Conduct regular training and awareness sessions to educate staff about bullying and harassment, its consequences, and reporting procedures.
- b) Promote an inclusive culture that values diversity and encourages open communication.
- c) Clearly communicate this bullying and harassment policy to all staff members and tangata whaiora involved with the mission.

2) Reporting Procedure

If a staff member or tangata whaiora believes they have experienced or witnessed bullying or harassment, they should follow these steps:

- a) **Informal Resolution:** The person may choose to address the issue informally by directly communicating their concerns to the alleged bully or harasser. If they are uncomfortable doing so, or if the behaviour continues, they should seek the assistance of the service team leader. If the incident is still not resolved, they should proceed to the next step.
- b) **Formal Complaint:** The person should report the incident in writing to the General Manager.
 - i) A complaint may be made within a period of 12 months after the last incident of bullying or harassment.
 - ii) A personal grievance complaint under the Employment Relations Act 2000 must be made within 90 days of the actions which constitute the complaint.
- c) **Investigation:** Upon receiving a formal complaint, the General Manager will conduct an investigation themselves, or appoint an investigator to conduct a prompt and impartial investigation.
 - i) The investigation will be conducted discreetly, and confidentiality and will report findings to the General Manager within 15 working days.
 - ii) Within five (5) working days of the completion of the investigation, the General Manager will meet with the complainant and respondent to inform them of the outcome and the steps to be taken. The notification of outcome shall also be written.
- d) **Remedial Action:** If the investigation substantiates the bullying or harassment claim, appropriate corrective measures will be taken, which may include warnings, mediation, or further disciplinary action, up to and including termination of employment or contractual relationship. In the first instance, restorative approaches are to be considered.
- e) **Appeals:**
 - i) Within five (5) working days of the notification of the outcome, the complainant and respondent may submit statements to the General Manager challenging the factual basis for the findings.
 - ii) The General Manager, upon receipt of any statement from the complainant or respondent, shall review the investigation report and statements made. A final decision is to be made and written notification given to the complainant and the respondent as to what action will be taken.

3) Protection Against Retaliation

Mahi Mihinare Anglican Action prohibits any form of retaliation against individuals who report bullying or harassment in good faith or participate in an investigation. Anyone found engaging in retaliatory behaviour will be subject to disciplinary action.

Key Accountabilities & Responsibilities

Person / Party	Responsibilities
Governance	Review policy every two years or as required
Management	Ensure that staff members are aware of this policy and processes
Leadership	Ensure that staff members are aware of this policy and processes
Staff	Have access to this policy and understand their obligations under it

Related Policies, Legislation, Regulations and Documents

- [Privacy Act 2020](#)
- [Employment Relations Act 2000](#)
- [Human Rights Act 1993](#)
- [Health and Safety at Work Act 2015](#)
- [Harassment Act 1997](#)
- Anglican Action Code of Conduct

Sign off

Policy adopted by the Board on 24th October 2023

Chairpersons name:

Ratified by Chairperson: