



Lions Clubs New Zealand
Kia Mānaki / We Serve

Policy 1014

MD 202 Harassment and Bullying

MULTIPLE DISTRICT 202 OF LIONS CLUBS INTERNATIONAL Harassment & Bullying Policy, amended to suit the 202E District

1. MISSION STATEMENT

Lions New Zealand is committed to providing a safe and enjoyable 'work' environment and respectful culture for its employees and volunteers.

2. INTRODUCTION

- 2.1 This policy applies to, all club officers, Lions members and volunteers who assist at Lions events.
- 2.2 All workers and volunteers are expected to show respect and courtesy in their interaction with others in the course of their work / volunteering consistent with the LCI Code of Ethics; being accepting of diversity and doing the right thing.
- 2.3 All employees and members should have ready access to the complaints and investigation process if they feel that they have been harassed or bullied.
- 2.4 Complaints will be dealt with in a timely manner and with sensitivity and confidentiality, as far as possible, while ensuring the principles of natural justice are met.
- 2.5 All members and volunteers will be protected from intimidation, victimisation and discrimination when making a complaint, having a complaint made against them or assisting with an investigation, whether the complaint is withdrawn, unsubstantiated or upheld under this policy.

3. DEFINITIONS OF TERMS

3.1 In this policy, harassment has the definitions as set out in the Human Rights Act 1993, the Employment Relations Act 2000, and the Harassment Act 1997. The bullying definition is from WorkSafe New Zealand's definition in their best practice guidelines.

3.2 Bullying is defined as the repeated and unreasonable behaviour directed towards a person or a group of people that creates a risk to health and safety. Repeated behaviour is persistent and can involve a range of actions over time. Unreasonable behaviour means actions that a

reasonable person in the same circumstances would see as unreasonable. It includes victimizing, humiliating, intimidating or threatening a person.

3.2.1 Examples of some behaviours that may be associated with bullying: constant blaming for errors, shouting and verbal aggression, extreme criticism of target's ability, selective sharing of information, social exclusion, insults and put-downs, unreasonable demands.

3.3 Harassment is defined as where a person is subjected to repeated or one-off inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise at the workplace or in the course of their work / volunteering.

3.3.1 Examples of some behaviours that may be associated with harassment: expressed hostility against or intimidation or ridicules them. Harassment is unwanted, hurtful or offensive to the person and affects their performance or job /volunteering satisfaction. Harassment carries/promotes/suggests a negative connotation about a person's actual or perceived characteristics, ethnicity, race, colour, national origin, sex, gender, disability, sexual orientation, gender identity/expression or religion.

3.4 Bullying and Harassment is not: occasional differences of opinion, conflicts and problems in working / volunteering relationships, fair management coaching or managing under-performance.

4.PROCEDURE

4.1 A complainant may approach another employee / member, a Club or District Officer or the Council Chair through the MD Secretary.

4.2 A complaint cannot be reported anonymously as all facts need to be investigated but allows for confidentiality so will be kept within a closed group of agreed people.

4.3 The Club or District Officer or the Council Chair will always endeavour to resolve the complaint at the lowest level in a timely manner.

4.4 Once a complaint is deemed to be a formal investigation confidentiality extends to the alleged bully who will be provided with the details of the incident report and who made it.

4.5 The complaint will be investigated in consultation with all the relevant parties.

4.6 Complaints between Lions that cannot be resolved at a lower level may need to be resolved through the Disputes process outlined in the Constitution.

4.7 A complainant has the right to lay a complaint using other legal procedures