



New Zealand Planning Institute ('NZPI')

ANTI-HARASSMENT AND DISCRIMINATION POLICY

1 Purpose:

The Human Rights Act 1993 and the Employment Relations Act 2000 prohibit harassment. Behaviour of this kind will also not be tolerated at NZPI, office, meetings or events.

It is NZPI's policy to provide event and meeting-environment/s that are free from tensions involving matters that do not relate to NZPI's business, that are safe, and where all members of the NZPI and related community are treated with respect.

Any harassment of NZPI members, non-member event or meeting attendees, employees, contractors, suppliers, or partners by NZPI members, employees or non-member attendees is a violation of NZPI policy.

2 Meaning of Harassment

Harassment covers a number of different types of behaviour and can be sexual, racial, verbal, physical and/or emotional. In general, the underlying nature of the term is that the behaviour is unwelcome by the recipient. It can be persistent and repeated, continuing after the person subject to it makes it clear that they want it to stop, or it can be a single incident if sufficiently serious.

2.1 Sexual Harassment

Sexual harassment may occur where there is verbal or physical behaviour of a sexual nature by one person towards another that is:

- unwanted, unwarranted, or offensive to the recipient; and
- of a serious nature, or
- is repeated to the extent that it has a detrimental effect on the recipient.

While it is not possible to provide an exhaustive list of conduct that can be described as sexual harassment, the following are examples of conduct which may constitute sexual harassment, regardless of intent:

- Sexual advances
- Requests for sexual favours
- The exchange of sexual favours for actual or promised benefit or advancement (whether express or implied)
- Inappropriate references to male or female anatomy
- Written or verbal references to sexual conduct
- Comments regarding one's or any third parties' sexual activities or prowess
- Repeated requests for dates
- Leering, whistling, touching or inappropriate gestures
- Inquiries or comments about another's sex life
- Assault or coerced sexual activity
- Displaying sexually suggestive objects, pictures, cartoons
- Telling sexual jokes

2.2 Racial Harassment

Racial harassment generally occurs when there is verbal or physical behaviour of a racial nature by one person towards another that is:

- unwanted, unwarranted, or offensive to, the recipient; and



- of a serious nature; or repeated to the extent that it has a detrimental effect on the recipient.

3 Responsibilities Relating to Harassment

All members and employees of NZPI have a responsibility to, and are strongly encouraged to, report any incidents of harassment which you experience or which you observe. Such reports should be made to the Chief Executive Officer, or any member of the NZPI Board with whom you feel comfortable to communicate with.

All complaints of harassment will be promptly considered and addressed appropriately according to the applicable circumstances.

- As each complaint will differ the NZPI Board will determine the most appropriate method of dealing with the complaint.
- The complaint may be formally investigated,
- or, if the conduct complained of is sufficiently serious, the Police may be contacted in addition to, or instead of, an internal investigation.

3.1 Investigation

If an investigation is required, it will be undertaken with confidentiality by the NZPI Board. This would include but not be limited to:

- identifying the scope of the investigation
- interviewing relevant persons to determine the facts
- and collecting material necessary to assist in reaching a conclusion.

4 Outcome

If an allegation of harassment is upheld, the person(s) responsible may be subject to disciplinary consequences.

The nature of such consequences will depend on whether the person(s) responsible are an NZPI employee, NZPI contractor, NZPI member or non-member of NZPI.

4.1 For members,

The upholding of an allegation of harassment may lead to their NZPI membership being immediately revoked.

4.2 For NZPI employees

The upholding of an allegation of harassment may lead to disciplinary action up to and including summary dismissal.

4.3 For an NZPI contractor

The upholding of an allegation of harassment may lead to the termination of their contract for services.

NZPI reserves the right to lodge a complaint with the relevant professional organisation or employer against any NZPI non-member found, following investigation, to have harassed another at an NZPI meeting or event.