

GPI: Harassment Prevention Policy

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Signed:
For the Policy Review Committee

Policy Name: GPI Harassment Prevention Policy

Reference: *Pitcairn Islands Law: Summary Offences, Part III, 10,11.*

Rationale:

The Government of Pitcairn Islands recognises the dignity and autonomy of all people.

GPI is fully committed to eliminating, as far as possible, all forms of harassment in the workplace.

Policy Objectives:

The purpose of this document is to outline GPI position on harassment and to provide a process which is to be followed should any instances occur.

Definitions:

Harassment includes but is not limited to:

- Unreasonable behaviour
- Bullying
- Verbal abuse
- Intimidation
- Initiation pranks
- Sexual harassment
- Excluding or isolating employees
- Giving a person the majority of an unpleasant or meaningless task
- Humiliation through sarcasm, or belittling someone's opinions
- Constant criticism or insults
- Spreading misinformation or malicious rumours
- Deliberately setting work routines or procedures to inconvenience certain employees
- Displaying written or pictorial material, which may degrade or offend certain employees

“Unreasonable behaviour” is behaviour that is offensive, humiliating, intimidating, degrading or threatening.

Workplace harassment can occur between:

- Two or more employees
- Harassment can occur at any level of the organisation, can be experienced by both men and women and may involve a co-worker, contractors, manager, or customer.

Formerly, the agreed behaviour may be found to be harassment when it continues after a request from the recipient for the behaviour to stop, or at the point it becomes intimidating, offensive or humiliating.

Harassment that directly inflicts physical pain, harm, or humiliation amounts to assault and should be dealt with as a police matter.

An **“employee”** in this policy refers to all GPI employees, contractors or committee members, whether paid or voluntary, and all public works attendees.

Activities:

1.0 Harassment is prohibited. The Government of Pitcairn Islands will not tolerate any form of harassment under any circumstances.

- A breach of this policy will result in disciplinary action. Depending upon the severity of the case, consequences may include apology, demotion, dismissal, or other forms of disciplinary action deemed appropriate.

(Refer to GPI disciplinary procedure)

2.0 GPI encourages any employee who feels they have been harassed, or have witnessed harassment taking place, to take action. Any reports of harassment will be treated seriously and promptly with sensitivity and complete confidentiality.

- All employees should keep a running diary of when, where, what and who is involved in the harassment incident(s).
- Complaints will be processed in an appropriate manner.
(Refer to GPI Harassment complaint procedure)
- GPI managers should respond to anything that indicates harassment of an employee.
- Employees have the right to determine how to have a complaint treated, have support or representation throughout the process.

3.0 The Government of Pitcairn Islands will not tolerate false allegations of harassment made by an employee.

- If it has been found that the nature of the complaint made was false or malicious then GPI may take disciplinary action which may result in dismissal.

4.0 GPI employees who fail to take appropriate corrective action when aware of harassment of an employee may be subject to disciplinary action.

- It is the obligation and responsibility of every employee to ensure that the workplace is free from harassment.

5.0 It is the responsibility of GPI to provide a safe working environment for all employees to attend work and perform their duties without fear of being harassed.

- GPI provides employment policies and procedures to protect both the employer and the employee.

Annexes:

A: Harassment complaints procedure

B: GPI complaint form

C: GPI course of action form

This Policy is approved by:

Date:

Approved Review Date: