Bullying & Harassment in the Workplace Policy

1. Introduction 2
2. Purpose 2
3. Application 2
4. Responsibilities 2
5. Definitions 3
6. Policy 5
7. Further information/resources 6
8. Document Control 6

1. Introduction

INEX is committed to providing a safe workplace that is free from bullying and harassment.

2. Purpose

To outline INEX's expectations in relation to acceptable behaviour and to provide all team members, customers and contractors a safe working environment. This policy specifically defines bullying and harassment and provides a framework for resolutions if such concerns are raised.

3. Application

When referring to team members within the policy, this applies to all INEX employees, contractors, and apprentices/students on placement.

4. Responsibilities

INEX is committed to:

- Providing a safe and secure workplace for all team members
- Ensuring that all team members are aware that bullying and harassment behaviour will not be tolerated
- Identifying workplace factors that contribute to bullying or harassment and putting control measures in place
- Taking complaints of workplace bullying and harassment seriously
- Providing a confidential, fair and just process for investigation including objectively assessing what occurred
- Taking steps to investigate and putting an end to bullying and harassment when we become aware of it.
- Ensuring complainants are treated with respect and not victimised or disadvantaged for making a complaint

INEX team members are responsible for:

- Ensuring that your actions/behaviours are not considered offensive or harmful to another person's dignity, safety or well-being
- Adjusting your behaviour should you be made aware that your behaviour has been interpreted as harmful.
- Behaving in accordance with the principles of equal opportunity and anti-discrimination.
- If feeling bullied or harassed, where appropriate, speaking with the alleged person in the first instance to object to the bullying or harassment behaviour
- If bullying or harassment behaviour is observed:
  - where appropriate, advise the person undertaking the behaviour that it is unacceptable
  - if the behaviour is serious and the person doing the bullying or harassment is unresponsive, report the issue to your Supervisor/Manager
  - act as a witness if the person being bullied or harassed decides to report the incident

Managers are responsible for ensuring that all team members understand that bullying & harassment will not be tolerated and that any disciplinary action up to and including termination may apply when complaints are upheld.

5. Definitions

Bullying

5.1 To define workplace bullying, Inex uses the NZ Worksafe guidelines – preventing and responding to bullying at work definition.

5.2 Workplace bullying is repeated, and unreasonable behaviour directed towards a worker or group of workers that can lead to physical or psychological harm.
Repeated behaviour is persistent (occurs more than once) 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 victimising, humiliating, intimidating or threatening a person.
Bullying may also include harassment, discrimination or violence.

Bullying is inappropriate and unacceptable behaviour. It is a significant workplace hazard that affects team members' health and business productivity. It affects people physically and mentally, and may result in increased stress levels, decreased emotional wellbeing, reduced coping strategies, lower work performance and commitment.

Bullying can:

- be physical or psychological behaviour which involves the misuse of strength (including strength of personality) and/or position or perception of power or authority
- be undertaken or communicated in several ways including, but not limited to, verbal, physical, written, text, email or social media
- occur outside the physical workplace (for example, between team members in a social setting) and still amount to bullying in employment
- be committed by a male or female; a manager, team member, visitor or any person in the workplace
- be overt or covert

Examples of overt bullying include, but are not limited to:

- abusive or intimidating behaviour towards another person, such as threatening gestures or physical violence
- aggressive, abusive or offensive language, including threats or shouting
- vexatious reports and malicious rumours
- demeaning remarks or ridicule
- constant unreasonable and unconstructive criticism
- inappropriate gestures or comments
- inappropriate or unwelcome sexual comment or attention
- making threats about job security.

Examples of covert bullying include, but are not limited to:

- deliberate exclusion, isolation or alienation of the team member from normal work interaction, such as intentionally excluding the team member from meetings
- placing unreasonably high work demands on one team member but not on others
- constant allocation of demeaning jobs or meaningless tasks unrelated to the job to one team member

- unreasonably ignoring the team member
- undermining another team member, including encouraging others to "gang up" on the team member
- deliberately withholding information that a person needs to exercise her/his role or entitlements
- repeated refusal of requests for leave or training without adequate explanation and suggestion of alternatives

Complaints of bullying are taken seriously, so it is important that complaints are genuine. Examples of behaviours that do not constitute bullying include, but are not limited to:

- reasonable instructions given by a supervisor/line manager/manager
- expectations of high standards of performance, efficient quality work, and safety standards
- expressing a difference of opinion, or personality clashes
- a single instance of 'out of the blue' unpleasant behaviour
- mutually acceptable friendly banter, jokes and compliments
- constructive feedback and legitimate advice or peer review
- reasonable action, following due process, taken to improve performance, transfer, demote, discipline, counsel, retrench or dismiss a team member
- an employer's justified decision to not award or provide a promotion, transfer, or benefit in connection with a team member's employment
- reasonable administrative action by an employer about a team member's employment

Harassment

The Human Rights Act 1993 defines harassment as any unwelcome or offensive sexual behaviour that is repeated, or is serious enough to have a harmful effect, or which contains an implied or overt promise of preferential treatment or an implied or overt threat of detrimental treatment.

Sexual harassment can:

- happen at any time
- at all levels of the business
- be spoken, written, visual or physical acts
- occur in person, through text messaging, online through email, internet chat rooms or other social media channels.

Examples of sexual harassment include:

- comments about a person's sexual life or physical appearance
- suggestive behaviour
- unnecessary physical intimacy such as brushing up against a person
- sexual jokes, offensive telephone calls, photographs, reading matter or objects
- sexual propositions or continued requests for dates
- physical contact such as touching or fondling, and
- indecent assault or rape.

Any behaviour of a sexual nature constitutes sexual harassment if it is unwelcome or offensive to the person at whom it is directed, or if it creates a hostile or discriminatory

working environment. The person subject to harassment does not need to tell the harasser that the behaviour is unwelcome or offensive.

6. Policy

INEX requires all team members to behave appropriately in the workplace. This includes treating all people with respect, as well as developing awareness of the impact of behaviour on other people.

Bullying and harassment is considered a matter of serious misconduct. Team members, who are found to have bullied or harassed another team member or person, or to have knowingly condoned bullying or harassment in the workplace, may be subject to disciplinary action.

Bullying and harassment can occur outside the physical workplace (for example, between team members in a social setting) and still amount to bullying and harassment in employment.

Inex will investigate any verbal or written complaints laid by a team member, customer or contractor regarding bullying and harassment. Inex will also investigate any written or verbal complaint by a team member that they have been bullied or harassed by a customer or contractor.

If you think you may be being bullied or harassed, you should:

- Read this policy – Bullying & Harassment in the Workplace - and consider whether the behaviour you have experienced constitutes bullying or harassment.
- Consider: the other person's intent; whether you may have contributed to the situation; the consequences of possible approaches you may take; and what resolution you seek
- Consider: how bad the bullying or harassment behaviour is; how often it happens; how it affects you personally; how it affects your work; and how many other people have been affected
- If appropriate, confidentially talk to someone you trust, to help decide on a course of action
- Keep a record of incidents noting what happened, when, where, and the names of any other persons present.
- In the first instance, if appropriate and safe, advise the person that their behaviour is unacceptable to you and ask them to stop the behaviour. Focus on the specific incidents, use appropriate language and keep respectful. Keep a record of the details of the conversation and the date, time, and location.
- If the behaviour does not stop, the team member may raise the matter informally with their Supervisor/Manager, who will attempt to resolve the issue by informal discussion, investigation, and/or mediation
- If this approach is not possible, or does not stop the offensive behaviour, a formal complaint may be raised by submitting a detailed written complaint to their Manager, and/or the HR Manager or CEO. This should include details of the behaviour/s including who, what, where, when, how often, who else has been present or witnessed the behaviours, what attempts at remedial action have already been taken to stop behaviour, how it makes you/others feel, and how it affects you/your work.

If a complaint of bullying or harassment is made against you:

- Consider the allegation and whether your behaviour (inadvertently or otherwise) could be considered bullying or harassment, considering the behaviour/conduct listed above
- You should not contact the complainant, or if contact is inevitable, you should not discuss the complaint in any way
- Follow due process to support the investigation
- If appropriate, contact a support person, or representative

Following investigation, INEX will:

- As appropriate, attempt to resolve the complaint between the complainant and the alleged person. This may include:
  - facilitation with a view to rebuilding the working relationship
  - an apology and agreement to change the behaviour
  - mediation or reconciliation
  - corrective action
  - disciplinary action, the outcome of which could be up to and including dismissal
  - other action as deemed appropriate by the Management Team

Complaints of bullying or harassment, that are found to be false, malicious, or vexatious reports, can be extremely disruptive and damaging, and can also be viewed as bullying or harassment behaviour. Malicious or vexatious complaints of bullying or harassment will not be tolerated. Team members who are found to have made a false complaint may be subject to disciplinary action, the outcome of which could be up to and including, dismissal.

At any time, support/advice is available from a team member's Supervisor, Manager, the Business Services Manager, Operations Manager, CEO, relevant Union or Union representative, and/or the Employee Assistance Programme - Phone 0800 327 669, www.eapservices.co.nz

7. Further information/resources

Legislation	**Inex Policies**	**Guidelines**
Health and Safety at Work Act 2015 Harassment Act 1997 Human Rights Act 1993 Employment Relations Act 2000	Company Rules Disciplinary Diversity & Inclusion	Worksafe: Preventing and responding to bullying at work Worksafe: Sexual Harassment – advice for businesses

8. Document Control

Version	2.0	Reviewed	October 2025	Next Review:	October 2026