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| Document Name: | ANTI-HARASSMENT POLICY | | |
| Distribution: | All staff and associates as defined in Section 2 Scope below | Document No: | Version 1 |
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| Issued/Updated By: | CANZ Safeguarding Coordinator (AG/KG) | Approved by: | FRRC – 13 Aug 2020 Board – 28 Aug 2020 |
| Note: | <ul style="list-style-type: none"> Expands on the previous Sexual Harassment Policy of March 2017 to incorporate other forms of harassment defined in CI Anti-Harassment Policy and MFAT PSEAH Policy | | |

BACKGROUND

This policy was formerly known as the “Sexual Harassment Policy”, approved by the Board of Caritas Aotearoa New Zealand (CANZ) in March 2017. However, with the recent worldwide trend towards safeguarding, sexual harassment – while still a critical point of focus – has now been subsumed under the more general term ‘harassment’.

This policy forms part of the overarching CANZ Safeguarding Policy, which in turn is underpinned by the Caritas Internationalis (CI) Safeguarding Framework (Appendix “1”).

Where CANZ serves as program delivery partner for the Ministry of Foreign Affairs and Trade (MFAT), the provisions in the MFAT Preventing Sexual Exploitation Abuse and Harassment Policy¹ shall also apply.

KEY PRINCIPLES

- Caritas Aotearoa New Zealand (CANZ) is committed to respecting and protecting the human dignity and human rights of its staff and associates², including CANZ employees and those they work with in New Zealand and overseas. We wish to create an atmosphere of peace, respect for the individual and trust in our relations with one another.
- To achieve this, CANZ is committed to providing a work environment that is professional and free from sexual harassment, intimidation, hostility, humiliation, bullying, mobbing

¹ <https://www.mfat.govt.nz/assets/Aid-Prog-docs/PSEAH/Updated-Policy/MFAT-NZ-Aid-Programme-PSEAH-Policy.pdf>

² Terminology used by Caritas Internationalis <https://www.caritas.org/wordpress/wp-content/uploads/2019/02/CI-anti-harassment-Policy.pdf>

or other offenses which might interfere with work performance or the dignity of an individual.

- Harassment of any sort – verbal, physical, visual – will not be tolerated. This includes but is not limited to harassment based on race, colour, religion, philosophical or political ideas, sex, age, national origin or ancestry, disability, medical condition, marital status, or any protected status defined by law.
- The prohibition against harassment extends equally to co-workers, counterparts, and people with whom we work or encounter in the course of our work.
- Doing nothing when seeing another person harass a third party is unacceptable.
- Other relevant laws covering the topic of harassment in the workplace in New Zealand are the Employment Relations Act 2000³ and the Human Rights Act 1993⁴

SCOPE

This policy applies to all Caritas staff and associates.

DEFINITION

Harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, statements, pranks, intimidation, physical assaults or contact, or violence.

Harassment is not necessarily sexual in nature. It may also take the form of other verbal activity including derogatory statements not directed to the targeted individual but taking place within their hearing. Other prohibited conduct includes taking retaliatory action against an employee for discussing or making a harassment complaint.

Sexual harassment may include any form of unwanted verbal, non-verbal or physical conduct of a sexual nature with the purpose or effect of violating the dignity of a person in particular when it contributes at creating an intimidating, hostile, degrading, humiliating or offensive environment. It may include unwelcome sexual advances, requests for sexual favours, or other verbal or physical contact of a sexual nature. It is important to note that sexual harassment crosses age and gender boundaries.

RESPONSIBILITY

³ <http://www.legislation.govt.nz/act/public/2000/0024/latest/DLM58317.html>

⁴ <https://www.hrc.co.nz/your-rights/human-rights-legislation-new-zealand/>

All staff, and particularly managers, have a responsibility for keeping the work environment free of harassment. Any employee who becomes aware of an incident of harassment, whether by witnessing the incident, being told of it, or being the object of it, is strongly encouraged to report it in accordance with the CANZ Complaints Handling Policy.

Harassment of any person with whom we work by a Caritas staff or associate must be immediately reported in accordance with the CANZ Complaints Handling Procedure. When management becomes aware of a possible harassment, it is obligated by law to take prompt and appropriate action, whether or not the person(s) affected wants Caritas to do so.

REPORTING AND RETALIATION

All CANZ staff, associates and partners are obligated to immediately report any concerns, suspicions, alleged incidents of sexual exploitation, abuse and harassment or breaches of the Codes of Conduct or this policy through the reporting mechanisms mentioned below.

CANZ has a responsibility to those who report to ensure their safety and confidentiality which is referenced in our Code of ethics, Code of Conduct, Complaints Policy and the Protected Disclosures (Whistleblower) policy.

At all times the safety and wellbeing of the victim/survivor and/or the complainant must be paramount and information treated confidentially. Whistleblowers will also be protected and supported throughout the reporting and investigation processes according to the CANZ Protected Disclosures (Whistleblower) policy.⁵

Appendices

Appendix 1 Caritas Internationalis Safeguarding Framework

References

- Ministry of Foreign Affairs and Trade (MFAT) Preventing Sexual Exploitation Abuse and Harassment Policy for the New Zealand Aid Programme <https://www.mfat.govt.nz/assets/Aid-Prog-docs/PSEAH/Updated-Policy/MFAT-NZ-Aid-Programme-PSEAH-Policy.pdf>
- NZ Employment Relations Act 2000 <http://www.legislation.govt.nz/act/public/2000/0024/latest/DLM58317.html>
- NZ Human Rights Act 1993 <https://www.hrc.co.nz/your-rights/human-rights-legislation-new-zealand/>
- Caritas Internationalis Anti-Harassment Policy <https://www.caritas.org/wordpress/wp-content/uploads/2019/02/CI-anti-harassment-Policy.pdf>
- CANZ Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH) Policy
- CANZ Complaint handling policy

⁵ Canz Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH) Policy

CI SAFEGUARDING FRAMEWORK

