



Bullying and Harassment Policy

Policy Statement:

This policy aims to give guidance to all employees with respect to the bullying and harassment within the workplace.

Policy Overview:

This policy establishes the framework for guidance with respect to bullying and harassment within the work place.

Scope:

The policy applies to all team members employed by MRVA Inc. The owner of this policy is the board of MRVA.

General:

MRVA is committed to providing its employees with a workplace that is safe and secure in every respect. This includes ensuring that the workplace is free of bullying and harassment of any form – verbal, visual, sexual, racial, political and physical.

Bullying and harassment is viewed as a serious misconduct. In simple terms, harassment is any behaviour which you find either unwelcoming or offensive, and which is either repeated or of such a significant nature that it has detrimental effect on your employment, your job performance or your job satisfaction.

Behaviour:

Bullying and harassment may include:

- Physical, written or verbal abuse, threats or intimidation.
- The display of visual materials which are offensive e.g. posters or screensavers.
- Unwelcome remarks, jokes, comments, innuendo or taunting about a person's looks, body, attire, age, race, religion, sex or sexual orientation.
- Sneering or other suggestive or obscene gestures.
- Practical jokes which cause awkwardness or embarrassment endanger a person's safety or negatively affect performance.
- Spreading rumours.
- Publishing a person's actual, or perceived, sexual orientation.
- Unwanted physical contact including touching, petting, pinching or kissing.
- Unwelcomed sexual flirtations, advances, requests or invitations.



- Sending offensive e-mails or text messages.
- Deliberately excluding or ignoring people with the intention of isolating or hurting them.
- Sexual assault.
- Bullying – through intimidation and manipulation, abusing the right of others.

Coverage:

Who is covered by this policy:

- Employees harassing or bullying other employees.
- Employees harassing clients, subcontractors or members of the public.
- Members of the public, clients or subcontractors harassing staff.

Situations:

What situations are covered in this policy

- The workplace.
- Work related activities, such as training, courses, conferences or any other work related activity.
- Work related social events.

Assistance:

The association understands that it is sometimes difficult to discuss specific incidents of the harassment. For this reason, the procedures that are set below contain a number of alternative means of dealing with incidents. Whichever approach you may choose, please be assured that the company is committed to dealing promptly, fairly and confidentially with every complaint.

If you feel you have been bullied or harassed these are the steps you should take:

1. Self-help

The employee may:

- Tell the person, or persons, in private, that their behaviour is offensive and request that it stop.
- Write to the person, persons, about their behaviour, sealing and marking the letter "personal and confidential".
- Speak to the person, persons, in private, in the presence of a support person.

Since allegations of harassment are extremely serious, it is important to keep any information confidential to those directly involved.

2. Informal Intervention

The employee may approach a member of the management to intervene. The selected member of management must act quickly, discreetly and fairly, and ensure that all discussions and any investigations are conducted in strictest confidence and according to the procedures laid down by the company. It is the role of the manager to explain the relevant procedures to the employee, and follow the employee to choose whether or not to proceed with this option.

3. Formal Complaint

- a) Complaint in writing to the board of MRVA

- If self-help or informal investigation has not worked or if the allegation is, in the employee's view, serious enough to warrant formal disciplinary action, the employee should submit a detailed written complaint to the board of MRVA.
- Appropriate disciplinary action will be taken if investigation shows the complaint to be justified.

b) Complaint to employees representative

- As harassment may be grounds for a personal grievance, the complaint may take action under the Employment Relations Act 2000.

Anyone may discuss any issues relating to harassment, in confidence with a contact person, manager or employee's representative and will not be victimised for doing so. Victimisation of complainant (should it occur) will be treated very seriously by the company.