
To: WorkSafe New Zealand Senior Leadership Team

Date: 5 February 2015

Prepared by: 9(2)(a) Assistant HR Advisor

Approved by: Janine Hearn, General Manager HR

Subject: **Workplace Bullying Prevention and Response Policy and Procedure**

Recommendations

It is recommended that the Senior Leadership Team:

- a. Approve the new Workplace Bullying Prevention and Response Policy and Procedure

Purpose

1. The purpose of this memo is to seek SLT approval of the Workplace Bullying Prevention and Response Policy and Procedure (the policy)

Background

2. Following the release of WorkSafe NZ's external guidance on workplace bullying, a review and re-development of our internal policy and procedure commenced to ensure that these aligned with the external guidance.

Discussion

3. The review process has included engagement with the Guidance and Standards team who developed the external guidance, a comprehensive consultation process, consultation with the PSA, and the review of a recent claim of workplace bullying within WorkSafe NZ including the external investigators recommendations in relation to internal procedures.
4. Following the consultation process, feedback has now been reflected in the final documents and they are ready for approval and implementation.
5. The implementation process, once approved, will include briefing packs for managers to support them in informing staff about the new procedures and ensuring that these are understood and followed.
6. We will also use the release of the new procedures to raise overall awareness of WorkSafe NZ's non-tolerance of workplace bullying and to ensure that managers understand their role in creating an environment where workplace bullying is not tolerated.

Consultation

7. WorkSafe NZ employees, the PSA, and the Guidance and Standards team have all been consulted in the development of this new policy and procedure.