

## QC Bullying, Harassment & Discrimination Policy

QuickCircuit (QC) is committed to ensuring a healthy and safe workplace and a workplace culture of dignity and respect where all participants in the workplace are free from bullying and harassment and/or discrimination of any kind.

QC expects all of its employees, and particularly its managers and supervisors, to role model appropriate behaviour and to take all reasonable steps to enforce this policy.

### Who this policy applies to

This policy applies to all QC employees, including the Managing Director, Management, permanent, fixed-term, casual and temporary employees, as well as QC directors. As far as the behavioural expectations referred to in this policy are concerned, it also applies to all other participants in the workplace, for example contractors, volunteers, and others.

In this policy, discrimination and harassment have the definitions as set out in the Human Rights Act 1993 and the Employment Relations Act 2000, which are summarised below. The bullying definition is from WorkSafe NZ's definition in their best practice guidelines (2014).

**Discrimination:** Where a person is disadvantaged on the grounds of sex, marital status, religious belief, ethical belief, colour, race, ethnic or national origins, disability, age, political opinion, employment status, family status or sexual orientation.

**Harassment:** Where a person is subjected to repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, at the place of work and/or in the course of employment that:

- ❖ expresses hostility against or intimidates or ridicules them
- ❖ is unwanted, hurtful and offensive to the employee, and affects their performance or job satisfaction.

This is most commonly racial or sexual harassment but can include other forms:

- ❖ Racial harassment includes, but is not limited to, expressions of hostility against, or bringing into contempt or ridicule, an employee because of the race, colour, ethnic or national origins of the employee which is hurtful or offensive to the employee.
- ❖ Sexual harassment means any unwelcome or offensive behaviour of a sexual nature that may be communicated person to person, electronically, pictorially or socially.

**Bullying:** Unreasonable and repeated behaviour towards a person or group that creates a health and safety risk.

- ❖ Repeated behaviour is persistent and can include a range of actions.
- ❖ Unreasonable behaviour covers actions which a reasonable person wouldn't do in a similar circumstance, including victimising, humiliating, intimidating or threatening a person. A single incident isn't considered bullying but can escalate if ignored.

Bullying includes cyberbullying - where technology (internet, mobile phone, digital camera etc.) is used as a means to bully. The Harmful Digital Communications Act (2015) sets out serious consequences if electronic communications are used with the intent to cause harm, and includes 10 communication principles, many of which relate specifically to harassing, discriminatory or bullying behaviour.

### Prevention and Management

All employees have a shared responsibility to support the safety of colleagues and others in the workplace and to demonstrate and promote appropriate behaviours in the workplace, and are expected to treat employees and all other participants in the workplace (for example, customers, suppliers, business partners or any other party associated with QC) with respect and dignity at all times.



QC will take any bullying, harassment and discrimination allegations and complaints seriously. QC will promptly address such allegations and complaints and, where warranted, will investigate such allegations and complaints in a timely, fair and thorough manner in accordance with the Intervention, Complaints and Resolution procedure.

### Disciplinary Action

If an allegation of discrimination, harassment or bullying is proven through a formal employment investigation process, the behaviour may amount to misconduct or serious misconduct, and could result in disciplinary action up to and including summary dismissal. QC will ensure all parties are treated with respect and supported through the process.

A handwritten signature in blue ink, consisting of several overlapping loops and curves, positioned above a horizontal line.

Warren Yee  
Managing Director