

<b>Policy title</b>	Anti-Bullying, Harassment and Discrimination Policy
<b>Policy area</b>	Health and Safety / Culture & Employment
<b>Policy available for Students – yes/no</b>	Yes
	<p>TLC is committed to a safe and civil educational environment for all stakeholders including students, employees, contractors and volunteers, free from bullying (which includes harassment and discrimination).</p> <p><u>What is bullying?</u></p> <p>Bullying can include physical, social, online (cyber-bullying) or verbal actions which can cause short-term and long-term psychological and physical harm.</p> <p>Bullying is generally repeated and unreasonable behaviour directed towards an individual or group by an individual or group. A single incident of unreasonable behaviour may or may not be considered bullying, but evidence should be sought to determine whether the incident forms part of a wider pattern of behaviour.</p> <p>Bullying can be subjective and open to interpretation, so it can be difficult to understand whether or not a particular behaviour is considered bullying.</p> <p>Common examples of bullying include:</p> <ul style="list-style-type: none"><li>● Being aggressive, intimidating, victimising, or humiliating</li><li>● Threatening language and/or behaviour</li><li>● Spreading rumours, playing practical jokes and teasing</li><li>● Ongoingly excluding someone from team or work/study-related activities</li><li>● Purposely overworking someone, giving too little work or withholding information which allows them to work effectively</li><li>● Displaying offensive material</li><li>● Pressure to behave in an inappropriate manner</li><li>● Constant put-downs, especially when it's done in public</li><li>● Frequent nit-picking and fault-finding, always discounting what the other person says</li><li>● Refusal to acknowledge the target's contributions and achievements</li><li>● Refusing to allow someone to take the breaks they are entitled to</li><li>● Frequent embarrassing comments about an individual's appearance</li><li>● Being singled out and treated differently (worse) from others</li><li>● Making threats about job security</li></ul>

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### What bullying is not

What is not considered bullying behaviour includes:

- One-off or occasional instances of forgetfulness, rudeness or tactlessness
- Setting high performance standards
- Constructive feedback and legitimate advice or peer review
- Requiring reasonable verbal or written work instructions to be carried out
- Warning or disciplining individuals in line with the school's Code of Conduct
- A single incident of unreasonable behaviour
- Reasonable actions delivered in a reasonable way
- Differences in opinion or, personality clashes that do not escalate into bullying, harassment or violence

### What is harassment?

Harassment is a form of bullying. The two behaviours often go hand in hand, but are different behaviours.

The following are some examples that could be considered harassment:

- Loitering without good reason near, or preventing access to, the workplace
- An individual being followed or confronted
- Contact being made with someone who expressly does not want to be contacted by the person initiating the contact
- Making offensive conduct visible to someone, online or in person
- Generally acting in way that makes a person fear for their safety and would cause any reasonable person in the same situation to fear for their safety

Harassment can also specifically target someone based on their race or ethnicity (racial harassment), or sex (sexual harassment).

### What is discrimination?

Discrimination can be part of bullying. Discrimination occurs when a person is treated unfairly or less favourably than another person in the same or similar circumstances.

It is illegal to discriminate on the grounds of:

- Sex
  - Marital status
  - Religious belief
  - Ethical belief
  - Colour
  - Race
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- Ethnic or national origins
- Disability
- Age
- Political opinion
- Employment status
- Family status
- Sexual orientation
- Physical appearance

*NB: The lists of bullying behaviour above are not exhaustive. Where an act is carried out which is not specifically covered by the serious misconduct above but is of a similar nature, TLC reserves the right to implement the appropriate disciplinary procedures, as outlined in the Code of Conduct and/or School Agreement.*

Bullying and discrimination can affect people by contributing to:

- Low self-esteem
- Reduced coping strategies
- Isolation
- Anxiety, stress, fatigue and burnout
- Decreased emotional wellbeing
- Feelings of decreased personal control and helplessness
- Increased likelihood of drug and alcohol abuse as a coping mechanism
- Serious physical or mental health issues including depression and suicide attempts
- Deterioration in health
- Post-traumatic stress disorder

Managing bullying and discrimination at The Learning Connexion

When an incident of bullying or discrimination happens at TLC, it is crucial to resolve the situation quickly as it can pose a serious risk to workers' and students' health and safety.

If someone is being bullied, they are encouraged to come forward to ensure the bullying does not escalate and follow the complaint process as outlined in the [Complaints Policy](#). When a complaint is received, The Learning Connexion will take this seriously and investigate the issue.

If a person believes they have been bullied or harassed and did not receive enough support from The Learning Connexion, they are able to contact [WorkSafe New Zealand](#) to file a claim.

In cases of discrimination, they are able to complain to the [Human Rights Commission](#).

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<b>Related Procedures</b>	Code of Conduct School Agreement Student Blue Book
<b>Date Created</b>	September 2018
<b>Review Dates</b>	Jul 2019, Oct 2020, Jul 2021, June 2022
<b>Next review date</b>	Jul 2023
<b>Links</b>	<a href="#">Health and Safety at Work Act</a> <a href="#">Employment Relations Act 2000</a> <a href="#">Human Rights Act 1993</a> <a href="#">The Harassment Act 1997</a> <a href="#">TLC Complaints Policy</a>