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Contact Person	Employment Relations Manager - Human Resources

Introduction

The University regards harassment of any kind involving staff, students or visitors, whether on or off campus, as unacceptable.

The University reserves the right to take such actions as are necessary to prevent the occurrence or recurrence of harassment situations.

Definitions

Harassment – can be defined as unwelcome, unsolicited and unreciprocated behaviour by a person or group that may reasonably offend, humiliate or intimidate another, and interferes with a person's right to work or study in a non-threatening environment.

Harassment includes, but is not limited to, the abuse of or the improper assumption of power and is aggravated by the abuse of authority by one person over another.

Harassment can be based on the personal characteristics or physical appearance of a person or group or on their beliefs, opinions or affiliations (such as age, disability, ethnic or national origins, race or colour, religious belief, political opinion, sexual orientation and sex).

Harassment can take different forms, including oral, written, physical or other non-verbal forms. The behaviours can be obvious or subtle, direct or indirect. Such behaviours are considered harassment when they are repeated or of such a significant nature that they have a detrimental effect on the recipient's ability to engage in normal activities on campus.

Racial Harassment – unwelcome, unsolicited behaviour that seeks to denigrate, humiliate or intimidate a person or group on the basis of their race, colour, ethnic or national origins, culture or ethno-religious background.

It is unlawful for any person to use language (whether written or spoken), visual material, or physical behaviour that expresses hostility against, or brings into contempt or ridicule, any other person on the grounds of the colour, race, or ethnic or national origins, of such a significant nature that it has a detrimental effect on that other person's ability to engage in work or study activities.

Sexual Harassment – unsolicited, unwanted attention of a sexual nature. Social interaction or relationships freely entered into do not in themselves constitute sexual harassment. Sexual harassment may be intentional or unintentional and is not confined by definition to any gender or sexuality.

It is unlawful for any person to make a request of any other person for sexual intercourse, sexual contact, or other form of sexual activity which contains an implied or overt promise of preferential treatment or an implied or overt threat of detrimental treatment.

It is also unlawful for any person to use language of a sexual nature (whether written or spoken), visual material of a sexual nature, or physical behaviour of a sexual nature to subject any other person to behaviour that is unwelcome or offensive to that person and is either repeated, or of such a significant nature, that it has a detrimental effect on that person's ability to engage in work or study activities.

Harassment is not appropriate compliments, behaviour based on mutual attraction, friendly banter which is mutually acceptable or constructive coaching and feedback.

Policy Statement

The University is committed to providing a harassment-free environment where all people are treated with respect and dignity, and can contribute and participate to their full potential.

Harassment of any kind is harmful to the members of the organisation and can damage social and working conditions for staff, students, visitors and others. It also has the potential to damage the reputation of the organisation, in addition to incurring costs for the organisation arising from complaints.

Allegations of harassment will be taken seriously by the University. We will do our best to prevent harassment by educating staff on harassment and dealing with harassment complaints by responding promptly, appropriately and fairly to any complaints that are brought to our attention. All members of the organisation are responsible for helping to ensure that individuals do not experience any form of harassment.

Students wishing to make a formal allegation of harassment should visit the [How to Raise a Concern website \(University How to Raise a Concern website\)](#) and contact the University's [Grievance and Academic Process Coordinator](#). If a student wishes to discuss a matter informally (without formalising the complaint), the University's Grievance and

Academic Process Coordinator can offer advice on options available for an informal resolution.

Related Documents and Information

UC Policy Library

- [Staff Code of Conduct \(PDF, 185KB\)](#)
- [Staff Disciplinary Policy \(PDF, 139KB\)](#)

UC Website and Intranet

- [Grievance and Academic Process Coordinator](#)
- [How to Raise a Concern website \(University How to Raise a Concern website\)](#)
- [Notice of Complaint form \(Human Resources intranet\) \(Staff Only\)](#)
- [Raise a Complaint about a Staff Member \(by another Staff Member\) \(HR Toolkit\) \(Staff Only\)](#)

Document History and Version Control Table			
Version	Action	Approval Authority	Action Date
<i>For document history and versioning prior to 2013 contact ucpolicy@canterbury.ac.nz</i>			
1.00	Converted document to new template & updated hyperlinks	Policy Unit	Oct 2013
1.01	Hyperlinks updated	Policy Unit	Jul 2014
1.02	Unscheduled minor review by Contact Officer	Policy Unit	Dec 2014
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