



# Racial Harassment Policy

Creating a safe, respectful workplace for everyone



# Zero Tolerance Approach

## **Safe Environment**

Everyone deserves respect and dignity at work.

## **Legal Framework**

Complies with Human Rights Act 1993 and Employment Relations Act 2000.

## **Universal Coverage**

Applies to employees, contractors, clients, suppliers, and visitors.

# What Is Racial Harassment?

Unwelcome conduct expressing hostility based on race, colour, ethnicity, or national origins.

## **Offensive Comments**

Jokes or remarks about race, colour, ethnicity, or nationality.

## **Mimicking Speech**

Putting on false accents or mispronouncing names deliberately.

## **Racist Names**

Using derogatory terms or displaying offensive material.

## **Unintentional Impact**

Effect on recipient matters, regardless of intent.



# Manager Responsibilities

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## **Educate Teams**

Ensure staff understand policy responsibilities.

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## **Take Action**

Address inappropriate behaviour immediately.

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## **Treat Seriously**

Handle all complaints with appropriate resolution.

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## **Support Process**

Encourage use of complaints resolution procedures.



# Complaint Options



## **Self-Help**

Address offender directly, stating behaviour is unwelcome and offensive.



## **Informal Intervention**

Seek manager or HR assistance for discreet resolution.



## **Formal Complaint**

Lodge written complaint for full investigation and action.



# Confidential Support Available

## **Private Discussions**

All complaints treated confidentially under Privacy Act 2020.

## **Expert Guidance**

Get information and advice on available options.

## **External Options**

Human Rights Commission or Employment Relations Authority available.

Contact [\*\*HR Unlocked\*\*](#) for confidential support and guidance.

# Everyone's Responsibility

Creating a harassment-free workplace requires commitment from all.



## Prevent

Don't subject others to harassment.



## Discourage

Make clear it's unacceptable.



## Support

Encourage targets to take action.

**Share this policy** to promote a respectful workplace culture.