
Bullying and Harassment in the Workplace

Introduction

At Ports of Auckland Limited (POAL) we value our people and their wellbeing. We aim to provide a safe and comfortable working environment for all. POAL is committed to a workplace culture of respect and care, free from harassment, discrimination, bullying, violence and maliciousness. We also expect the equivalent commitment from employees, contractors or any person or entity conducting work on the Port.

Scope

This policy applies at all POAL owned sites and to everyone who works for POAL or its subsidiaries in any capacity, whether full time, part time, casual, temporary, as a contractor, operator or any party or entity conducting work on the Port. Under New Zealand's Employment Relations Act 2000, the Human Rights Act 1993 and the New Zealand Harassment Act 1997 (and subsequent amendments) it is unlawful for any person to cause detrimental effects on an employee's employment, job performance and/or job satisfaction.

Definitions

POAL considers harassment in employment to be when there is unwelcome verbal, physical or written conduct by one person or a group of people towards someone that is insulting, humiliating, degrading, malicious, intimidating or offensive actions. It may be a repeated or an isolated incident but is so significant that it effects on the conditions of an individual's employment, job performance or opportunities. It may include physical or threatening behaviour, abuse of authority, discrimination, sexual harassment, racial harassment or isolation.

Bullying and harassment could include physical, verbal, written and social media activity.

Bullying at work is repeated and unreasonable behaviour directed towards a worker or a group of workers that can lead to physical or psychological harm.

Action

The Company is committed to preventing these forms of behaviour from occurring in the workplace.

Should an individual believe that they have been subjected to harassment or bullying, they need to make this known as soon as possible to one of the following:

- Manager or Supervisor
- Head of Workplace Relations and Engagement
- People and Culture Business Partner
- Head of Employee Experience
- GM People Culture and Communications
- GM Safety and Wellbeing
- Occupational Health Nurse
- Chief Executive Officer

We also encourage individuals to reference the internal POAL guidelines for resolving concerns and complaints relating to bullying and harassment. This can be located on the People & Capability Knowledge Base or can be obtained from one of those listed above.

Every complaint will be promptly and thoroughly investigated. All complaints will be treated sensitively.

Substantiated complaints of harassment or bullying constitutes serious misconduct and will not be tolerated at Ports of Auckland.

Responsibilities

Board of Directors

The Board of Directors is responsible for approving this Policy.

Executive Team

All Executive Team members are responsible for:

- a) ensuring their managers follow this Policy and its associated processes;
- b) championing practices and initiatives that prevent and eliminate bullying and harassment in the workplace; and
- c) promoting POAL's Diversity, Equity and Inclusion to customers, vendors, partners and other stakeholders which will support elimination of bullying and harassment.

General Manager People Culture and Communications

The General Manager People Culture and Communication is responsible for:

- a) establishing systems to make it easier for staff to report any bullying and harassment incidents;
- b) ensuring any reported incidents are followed up and investigated appropriately and timely
- c) Review, monitor and report any bullying and harassment cases to ELT and People, Remuneration and Culture Committee (PRCC) regularly; and
- d) reviewing this Policy.

Managers

Each manager is responsible for:

- a) ensuring that this Policy is followed by their team.
- b) Creating a team culture that prevents bullying and harassment in the workplace

All Staff

All staff are responsible for awareness of POAL's commitment to a workplace culture of respect and care, free from harassment, discrimination, bullying, violence and maliciousness.

Policy Owner: GM People Culture and Communications

Approved by the Board: 29 August 2022

Review: 2 yearly