

# CODE OF GOOD PRACTICE TO PREVENT AND ELIMINATE WORKPLACE HARASSMENT

## WHAT ARE THE EMPLOYER'S OBLIGATIONS?

**TAKE PROACTIVE AND REMEDIAL STEPS TO PREVENT ALL FORMS OF HARASSMENT / UNFAIR DISCRIMINATION IN THE WORKPLACE [S60 EEA]**

Zero tolerance approach re prevention, elimination and management of harassment

**CONDUCT A RISK ASSESSMENT**  
[Assess potential possibility of harassment to persons in the workplace]

→ Persons – Everyone involved in the organisation.  
→ Workplace – All spaces related to where employees work, including work travel, remote work, social events, online communications.

**Policies and Procedures**

**Create and maintain a working environment and climate where:**

- dignity, integrity, privacy and equality of employees (persons) are respected;
- complainants do not feel afraid or ignored;
- retaliation or victimisation is not tolerated, neither is false allegations;
- confidentiality is maintained as far as possible;
- action is taken against perpetrators and steps to prevent recurrence

*Duty to be shared by the employer, employees, union reps and officials*

**Awareness training and communication**

**Support and counselling**

- Assign person outside of line management complainants can approach – provide training and resources
- Access to counselling, advice and assistance
- Additional sick leave or medical assistance

### Harassment Policy

- Must substantially comply with the Code
- Must be communicated effectively to employees
- Must contain specific minimum statements, including zero tolerance approach, no victimisation, no false claims
- Must outline (informal and formal) procedures complainants may follow
- Range of disciplinary actions
- Availability of counselling, treatment and support
- Additional sick leave or medical assistance

### Grievance (complaints) Procedure

- Informal or formal options available to complainants
- Employer can nevertheless decide to follow formal route in serious cases
- State with whom grievance must be lodged
- Time frames
- Steps
- Confidentiality
- External remedies if unresolved
- Available assistance
- No retaliation / victimisation when bona fide complaints

### Disciplinary Code and Procedure

- Range of disciplinary actions – depends on severity and circumstances of each case
- Zero tolerance approach - swift and generally severe consequences
- False allegations – misconduct
- Victimisation / retaliation - misconduct



GRIESEL  
ASSOCIATES  
CONSULTANTS

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## WHAT IS HARASSMENT?

