




HARASSMENT POLICY

RELEASE

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APPROVAL

Company	Name	Policy Revision	Date	Signature
Nursetec	NCD Van Huyssteen	Release	25/09/2023	

CONFIGURATION OF DOCUMENT

Revision nr:	Date:	Selection/Page adjusted:	Revised/Adjusted by:	Developed by
Release	22/09/2023		S van der Spuy	A Janse van Vuuren

1. INTRODUCTION

Harassment can occur in a single incident, or through repeat occurrences.

No form of harassment in the Workplace, or as an act from a Company Ambassador, will be entertained by the Company.

2. PURPOSE

This policy will identify harassment, as well as guide those who are suspected of falling under this definition, as to what recourse is available, to them, to ensure a safe workspace.

3. SCOPE

Applicable to all Company Employees, job seekers, prospective Employees, Volunteers, Clients, third party service providers, or any person or entity having dealings with the Company.

4. DEFINITIONS

4.1 Harassment:

- Unwanted Conduct, which impairs dignity
- Hostile or intimidating work environment for an Employee, or the threat thereof
- Act of inducing submission, or the threat thereof
- All acts related to Grounds on which discrimination is prohibited, as listed in Section 6 (1) of the EEA
- Includes all types of abuse, by physical act, or the threat thereof;

4.2 EEA

Employment Equity Act

4.3 Company:

Nursetec SA (Pty) Ltd.

4.3 Employer:

Nursetec SA (Pty) Ltd.

4.8 Abuse:

Use of violence, or the misuse of power, with malicious intent

4.6 LGBTQIA+

Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual

4.7 Bullying:

Where harassment involves the abuse of coercive power by an individual or group of individuals in the workplace.

4.8 Cyber-Bullying:

Harassment conducted online

4.9 Intimidation:

Intentional behavior that would cause a person with ordinary sensibilities to fear injury or harm

5. TYPES OF HARASSMENT

Harassment may be a result of physical, verbal or psychological conduct.

5.1 Physical Harassment

Includes Physical Attacks, simulated or threatened violence, or any gesture from which a violent act will follow.

5.2 Verbal Harassment

May include threats, shaming, hostile teasing, insults, constant negative judgement, criticism, racist, Sexist, or LGBTQIA+ phobic language

5.3 Phycological Harassment

Phycological Harassment in the workplace may be associated with emotional abuse, and involve behavior that has serious negative phycological consequences, for the complainant.

5.4 Sexual Harassment

Sexual Harassment may include, though is not limited to, victimization, quid pro quo harassment, sexual favoritism and creating and permitting a hostile work environment.

- Victimization occurs when an Employee is victimized or intimidated for failing to submit to sexual advances, attention or proposals, or for complaining about gender insensitive conduct
- Quid Pro Quo harassment occurs where an Owner, superior or colleague attempts to influence an Employees' Terms and Conditions of Employment by coercing, or attempting to coerce the Employee to surrender to sexual advances
- Sexual favoritism is a form of quid pro quo harassment where an Authority figure seeks to utilise power to reward those who respond to their sexual advances

Sexual harassment conduct may include;

- Physical conduct, sexual in nature, ranging from touching, kissing, to sexual assault and rape
- Strip searching, including by a person of the same Gender in the presence of the opposite Gender, or with appropriate privacy
- Following, watching, pursuing or accosting an Employee
- Sexual intentions, advances or proposals

- Implied or expressed threats of reprisal or actual reprisal to comply with sexually oriented requests, advances, attention or proposals
- Verbal conduct sexual in nature
- Non-verbal conduct such as unwelcome gestures, indecent exposure or the display or sending by electronic means

5.5 Racial, Ethnic or Social Origin Harassment

Racial harassment includes direct or indirect behavior which involves issues such as racist verbal and non-verbal-conduct, remarks, abusive language, racist name calling, offensive behavior gestures, and racist cartoons, memes, or innuendos.

5.6 Passive aggressive or covert harassment

This type of harassment may include, negative gossip, negative joking on someone's expense, sarcasm, condescending eye contact, facial expressions, or gestures, mimicking to ridicule, deliberately causing embarrassment or insecurity, invisible treatment, marginalization, social exclusion, professional isolation, and deliberately sabotaging someone's dignity, well-being, happiness, success and career performance.

5.7 Online Harassment

Online Harassment is harassment that is committed assisted or aggravated, in part or fully, by the use of information and communication technologies such as mobile phones, smart phones, the internet, social media platforms or email.

6. WORKPLACE HARASSMENT

Workplace Harassment may include;

- Slandering or Maligning an Employee/colleague, or any other party covered under policy scope
- Spreading rumors falsely
- Conduct that humiliates, insults or demeans another
- Withholding work-related information, or providing inaccurate information
- Sabotaging or impeding the performance of work
- Ostracizing, boycotting or excluding an Employee from work or work-related activities
- Persecution such as threats
- Inspiration of fear, and degradation
- Intolerance of psychological, medical, disability, or personal circumstance
- Surveillance of an Employee without their knowledge and with harmful intent
- Use of disciplinary or administrative sanctions without objective cause, explanation, or efforts to problem solving
- Demotion without justification
- Abuse or selective use of disciplinary proceedings
- Pressuring an Employee to engage in illegal activities, or to not exercise their legal rights
- Pressuring an Employee to resign
- Mobbing
- Bullying
- Cyber-bullying
- Intimidation;
- Under more

7. EMPLOYER STANCE ON HARASSMENT IN THE WORKPLACE

Harassment on prohibited grounds is a form of unfair discrimination, which infringes the rights of the complainant, and constitutes a barrier to equality in the workplace.

Nursetec will follow a Zero-Tolerance approach toward all Harassment cases, and or, violent acts.

If an Employee feels that he/she is subject to any form of harassment, the Company Grievance Policy and Procedure need to be utilised to report such an incident (**DOC NR: PAP-COM-011**).

All reported incidents will be investigated in a confidential manner.

Any act of victimization toward an Employee who reported alleged harassment, on behalf of themselves or on behalf of another, will be seen as a disciplinary offence

8. APPEAL ON GRIEVANCE OUTCOME

An aggrieved party has the right to appeal corrective action instated when a Grievance was lodged, within five (5) days of outcome, through the Company Appeal Process.

If the Aggrieved party are not satisfied with the outcome of the Appeal, he/she may refer the dispute to the Commission for Conciliation Mediation and Arbitration, in writing, within six (6) months of outcome.

Similarly, the perpetrator of harassment, reserves the right to appeal to corrective action taken after Grievance proceeding, by lodging an Appeal, through the Company Appeal Process, within five days (5) of outcome.

If perpetrator are not satisfied with the outcome of the Appeal, he/she may refer the dispute to the Commission for Conciliation Mediation and Arbitration, in writing, within six (6) months of outcome

Should either party wish to appeal an outcome, the Company HR Department can be contacted, so that assistance on the Appeal Process can be provided.

9. CONCLUSION

In the event that, an Employee is found guilty of harassment on a prohibited ground, the matter will be addressed in accordance with the Company Disciplinary Policy and Procedure. The disciplinary measure imposed, will be dependent on the severity/nature of the misconduct.

When a case of alleged harassment is made, Nursetec will make use of the EEA Code of Good Practice on the prevention and elimination of harassment in the workplace, in collaboration with other Company Policies and Procedures, which may hold relevance, to investigate such an allegation.