



ROOFING ASSOCIATION
OF NEW ZEALAND

KEEP IT DECENT

**Guidelines for Safe and
Respectful Workplaces.**

Proudly supported by



WAIHANGA ARA RAU
Construction and
Infrastructure
Workforce Development Council



HANGA-ARO-RAU
Manufacturing, Engineering
and Logistics
Workforce Development Council

TradeCareers®



Proudly supported by Waihangā Ara Rau and Hanga-Aro-Rau Workforce Development Councils



About the guidelines.

The Keep it Decent: Guidelines for Safe and Respectful Workplaces were launched by Waihanga Ara Rau and Hanga-Aro-Rau Workforce Development Councils with the goal of supporting all women and other marginalised people in trades to fulfil their potential.

The development of the Guidelines are supported by the Tertiary Education Commission and was developed in collaboration with our trade industry and community partners as well as women in trade stakeholder groups. The guidelines are a key deliverable of the Industry Equity Project 2022.

The Keep it Decent: Guidelines for Safe and Respectful Workplaces feature practical actions for trade employers and managers to improve workplace culture for women who traditionally are marginalised at work.

You can read the full Keep it Decent: Guidelines for Safe and Respectful Workplaces below.

You can also find more resources for supporting women in trades at [TradeCareers.co](https://www.tradejobs.co.nz/) Online Toolkit and Equity Directory.

Let's make yours a great workplace for everyone who works there!

This is how we do things in the Trades.

MESSAGES FROM



Waihanga Ara Rau.

“We’re committed to supporting everyone in the trades so that they feel safe and respected at work. Trade Employers asked us for support to identify practical actions they could take to improve workplace culture with regards to bullying, discrimination and sexual harassment and these guidelines are the first of many steps we are taking with them toward addressing this change. I encourage all leaders to determine how they are supporting women in the workplace. Let’s move from talking about diversity to making a difference on the ground. These guidelines are a practical tool to enable leaders in big companies with HR departments down to the ‘Man with a Van’ and his small team, to build safer and more respectful workplaces for all employees.”

Philip Aldridge
Chief Executive Waihanga Ara Ra

Hanga-Aro-Rau.

With only 15 per cent of New Zealand’s trades workforce made up of women – and just 2.6 per cent “on the tools”, coupled with a growing national skills shortage, enticing wāhine into trade careers has never been more important. For these women to thrive and grow long-term we must learn to support them better. These guidelines set out a baseline of what is expected from everyone in our industries to make sure we create workplace cultures where everyone is welcome. Industry wide, we make are making this commitment to promote inclusion and diversity, observe fair employment practices, and not tolerate discrimination of any kind.

Samantha McNaughton
Deputy Chief Executive Hanga-Aro-Rau





INTRODUCTION

**As an industry our greatest asset
is our people.**

It's essential that we can all work in an environment where we are welcome, safe and respected.

Everyone belongs in our industry.

We all bring a unique set of backgrounds, experiences and skills to our work and that's a great thing. It helps us be more successful.

Why is that? Because like our customers, we are all different and we have different needs and outlooks. Different skills and perspectives in the trades helps us do better work as a team.

What motivated the creation of the guidelines?

We've got a problem in our industry.

Suicide rates in the construction industry are off the charts. This industry loses one person on average a week to suicide, the highest rate of any industry in New Zealand.¹

Most of us working in the trades (69%)² report we have been harassed or bullied, or made to feel stink at work. We have a massive labour shortage in the trades, and there are very few women in our industry. Wouldn't it be great if everyone felt and was respected at work. Our industry would retain more great people, men and women alike. We'd help create a safe space where people's wellbeing is top of mind, helping us reduce the number of people suiciding.

When we see or hear harassment or bullying happen, many of us stand by and don't speak up.

It is not good enough.

Together, as an industry, we all need to step up and sort this out.

¹ Mates in Construction stats.

² Human Rights Commission 2022, Experiences of Workplace Bullying and Harassment in Aotearoa New Zealand.

A recent report by the Human Rights Commission into bullying and harassment in New Zealand showed:

- **30%** of people working in the construction sector in the last five years have experienced at least one form of sexual harassment behaviour
- **31%** of people working in the construction sector in the last five years have experienced at least one racial harassment behaviour
- For **69%** of workers subjected to harassment or bullying in the construction sector, the perpetrator was someone in a more senior position
- **17%** of people working in the construction sector have ‘OFTEN’ or ‘ALWAYS’ experienced at least one workplace bullying behaviour in the last 12 months
- In **69%** of cases, the person harassing or bullying the worker was someone in a more senior position
- Within the construction sector, **73%** of bullying was done by men.

**We are all entitled to work with dignity,
and free from fear of any kind of
harassment or bullying.**



OUR GUIDELINES

These guidelines set out what is expected from everyone in our industry to make sure we create workplace cultures where everyone is welcome and respected, at all times.

Industry wide, we make a commitment to promote inclusion and diversity, observe fair employment practices, and not tolerate discrimination of any kind.



Keep It Decent.

We make sure everyone is safe at work: physically and mentally. We hold ourselves and other people accountable.

We do not tolerate any form of sexual harassment, racism, discrimination or bullying.

We all act and speak respectfully to other people at all times. That includes onsite, offsite and at after-work functions.

Keep It Decent means:

01. **Being our best.**

We are kind, fair, honest, and constructive.

02. **Calling it out.**

We shut down and report all kinds of harassment. There is no place for racist, sexist, homophobic or discriminatory talk in our industry. Victimisation of any person who raises a complaint is unlawful.

03. **Bringing out the great in others.**

We are open to – and respectful of – viewpoints and perspectives that differ from our own. Our differences don't divide us. They make us better.

04. **High five the good stuff.**

We all lead by showing good examples.

YOUR RESPONSIBILITIES

...as an employer:

In Aotearoa New Zealand we have laws to keep us all safe.

Discrimination, sexual harassment, and bullying are sadly still common workplace risks.

Managing these risks, as all other workplace risks, is a requirement for businesses under the Health and Safety at Work Act 2015.

The Human Rights Act defines sexual harassment as both: Repeated and unwanted sexual behaviours that cause harm – Physical behaviour, language or visual material of a sexual nature, which is unwelcome or offensive, and either repeated or significant enough to have a detrimental effect on the person subjected to it.

Like harassment and bullying, sexual harassment is often subtle and undermining, and the longer this behaviour exists in the workplace the harder it is to deal with.

The Employment Relations Act (ERA) provides protection against sexual and racial harassment, which are also covered by the Human Rights Act. Sexual and racial harassment can give grounds for a personal grievance under the ERA or a claim under the Human Rights Act.

New Zealand is also in the process of ratifying the ILO convention clause 190 Violence and Work which outlines recognising the right of everyone to a world of work free from violence and harassment, including gender-based violence and harassment.

Employers legally cannot treat an employee differently. That is discrimination. You're not allowed to use the following things against an employee:

- age
- nationality
- ethnicity
- gender
- sexual orientation
- disability
- religious beliefs
- marital status
- employment status
- political opinions.

Sexism, misogyny

Attitudes that perceive women as weaker or second class people are the foundation of sexual harm, harassment and discrimination. These ideas are so common in our society that we often don't even know we have them.

Sexism means having and expressing ideas about women and girls that treat them as less capable or valued than men, especially in traditionally men's spaces. It might look like:

- talking over women in meetings, interrupting them
- talking down to women or lecturing them as if they don't know anything, even when they do
- saying women don't belong in the trades or can't hack the tough jobs
- jokes about dumb blondes, or saying women belong barefoot, pregnant and in the kitchen etc
- calling women pet names (sweetie, darling, love) or rude names (bitch, slut etc)
- expecting women to make the tea or coffee, or take the notes (even when it's not their job).

Misogyny means denying women fundamental rights, expressing contempt for women and anything seen as feminine, through to violence and hatred.



A young woman with her hair tied back, wearing an orange high-visibility vest over a dark blue shirt, is smiling warmly. She is looking towards another woman whose back is to the camera. The second woman has a large, intricate tattoo on her left shoulder and is wearing a grey tank top and glasses. They are in a construction or workshop environment with wooden framing visible in the background.

What is sexual harm and harassment?

Everyone has the right to come to work or visit a workplace without being touched inappropriately or without their consent, hassled or made to feel uncomfortable or unsafe.

Sexual harm means any form of sexual or romantic attention or behaviour that is unwanted, and which is personally offensive to the person on the receiving end. It is behaviour that is unprofessional and does not belong in a healthy, safe workplace.



Sexual harm/ harassment includes:

Visual Material

- Showing or displaying porn, sexual material or nudes on work PC
- Offensive screensavers on PC
- Putting up sexual or nude calendars, posters.

Verbal

- Comments on a person's body, of calling them hot, sexy, or making nasty comments
- Wolf whistling or calling out sexual comments, especially to women
- Dirty or sexist jokes
- Asking questions about someone's sex life or sexual activity
- Asking for sex or comments or gestures suggesting sex acts
- Sexual insults or mocking
- Making abusive or insulting comments about a person's sexual identity or a group of people eg gay, lesbian, transgender.



Persistent behaviour

- Frequent compliments, comments on clothing
- Repeatedly hassling someone for a date or sex
- Following someone home, stalking, social media pestering
- Following a co-worker around, watching them, paying too much attention
- Sending dirty or romantic texts, emails, DM's
- Sending dick pics and sexual content.

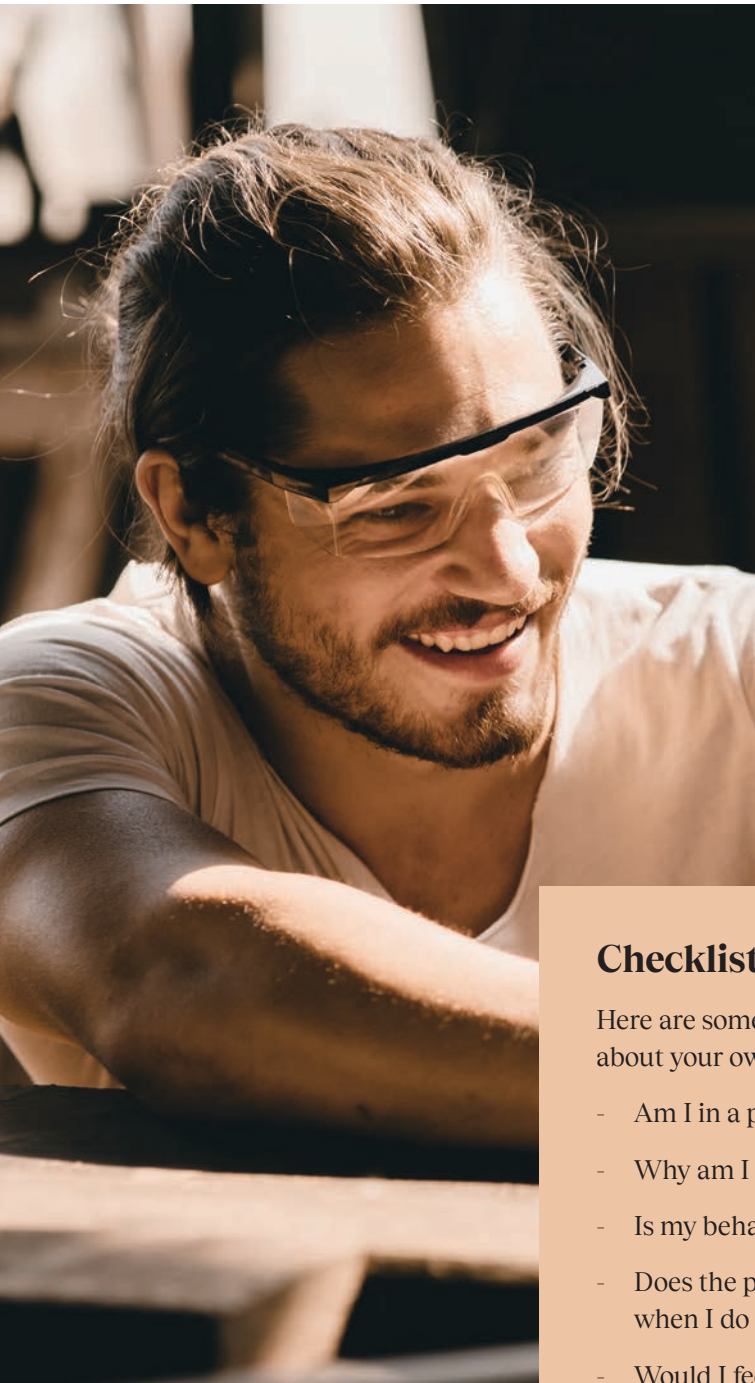
Physical harassment

- Unwelcome or over-familiar touching by anyone
- Groping, patting, pinching, slapping body parts
- Brushing, rubbing or pressing body against someone
- Physically blocking/refusing to let someone past and making contact
- Kissing or hugging without consent
- Sexual assault/rape.

Sexual misconduct

- Accessing sexually explicit internet sites
- Requests for sex or repeated unwanted requests to go out on dates
- Sexual offensive images at work including screensavers or calendars of a sexual nature
- Sharing sexually inappropriate images or videos, such as pornography or sexual gifs, with co-workers
- Displaying inappropriate sexual images, posters, or calendars in the workplace
- Making sexually offensive gestures, remarks, or facial expressions.

What is not considered sexual harm/harassment?



A normal hug between mates is fine, as long as both people are OK with it. If in doubt, ask if a hug is wanted/OK.

If co-workers are friends or keen on each other, a bit of light flirting or banter may be OK, as long as both parties are OK with it, it doesn't get creepy or other co-workers are not uncomfortable.

Overly sexual behaviour, even between consenting adults, does not belong in the workplace.

If there is an age and/or power imbalance, flirty or over-familiar behaviour may be unwelcome but the person may not be able to speak up. Team leaders, managers and more senior workers need to set a good example.

Checklist: Is it sexual harm/harassment?

Here are some quick 'rule of thumb' questions to ask yourself about your own behaviour:

- Am I in a position of power? Am I setting a good example?
- Why am I treating this particular person this way?
- Is my behaviour on the list of harassment examples?
- Does the person seem awkward, embarrassed or uncomfortable when I do this?
- Would I feel OK if someone did this to my Mum, partner, daughter?
- Would I do this in front of the boss? Or an important customer?

BULLYING

Common examples of workplace bullying include:

- Offensive language regarding a person's physical or mental disabilities or differences
- Pointing out or continually alluding that someone's too fat, too old, or too stupid
- Threatening behaviour
- Being aggressive, intimidating, or humiliating
- Spreading rumours
- Displaying offensive material - especially culturally insensitive
- Playing practical jokes and teasing
- Excluding someone from team or work-related activities
- Purposely overworking an employee, giving too little work, or withholding information which allows them to work effectively
- Pressure to behave in an inappropriate manner
- All kinds of racism

What is Not Considered Bullying?

- Disciplinary procedures
- Giving constructive feedback
- Telling employees how to do their work
- Performance management reviews

Did you know?



You can say that you do not wish for your boss to put their hand on your shoulder when giving you feedback; that you do not like compliments emphasising which parts of your body are covered or revealed; that you wish for your boss to stop touching you unnecessarily or being ambiguous when communicating.

IS THIS OKAY?

The following scenarios are based on real world experience of women working in the trades in the past 5 years.

“We were drinking and a group of older female colleagues were cracking jokes about a younger male’s appearance, and one of the women slapped the man’s butt. He laughed and I don’t know if he liked it or not. What’s the deal with that?”

Any unwanted touching or sexualisation - of anyone - is not okay. Drinking lowers our inhibitions and makes it difficult for people to make good choices. Anyone who uses a position of authority to gain a sexual favour or relationship is using coercion. Not okay.

“I was just joking” is not an excuse for racist behaviour. It’s a way for people to deflect responsibility for acting unprofessionally. People who cross the line often say they weren’t serious or that other people are too sensitive. In fact - joking about this is a red flag for unsafe workplaces and toxic culture because it normalises bad behaviour. Not cool - it’s 100% harassment.

“There is this one person who always makes comments about racial stereotypes, it’s really lame and people laugh awkwardly - what’s the deal?”

“On my first day at work, I watched a male worker take photos of a woman’s backside as other men watched quietly. The photos were soon circulating around the factory. On a break, I went up to the woman and asked if she was OK. The woman just shrugged, ‘I’m used to it. Shit like that happens all the time here.’”

Just because it has been happening doesn’t make it okay, and it is against the law. It is 100% harassment. Go to your manager and make a complaint.

“The guys at work all give me shit about not drinking - it’s not allowed in my religion. They knock off early on a Friday and get hammered and they all get promoted. I want to fit in but I don’t drink. Is that harassment?”

You can’t be overlooked for promotion just because you don’t drink. It’s illegal to discriminate against people based on their religion.

‘It stops being casual conversation when it is unwanted. It’s unprofessional to talk about your sex life at work and crosses the line when it makes a colleague feel uncomfortable. Keep It Decent.

“There are a bunch of guys who overshare what they got up to on the weekend - way too much info about their sex lives and they way they talk about the people they have slept with, is really off”

“After too many drinks I asked one of my staff to come home with me, I know it was bad but what do I do now?”

You're the one with the power, you need to apologise sincerely and make sure that the person feels safe and respected. You crossed a line and you need to sort it out. You can not fire her, or change her job because you are uncomfortable.

Yep - the workplace is not the place for these images. Sexualised images are not okay and are considered harassment.

“The guys at work have a calendar with naked women on it, it's in the boy's loo so it's not on public display. If the women in the office can't see it, is that harassment?”

“We had a roof-shout and at the end it was just me and my boss left, we were cleaning up and he kept touching me and asked me to go home with him - I said no but now I am dreading seeing him again on Monday.”

Drinking makes inappropriate behaviour more likely. Was this person flirting? Was it just for laughs? Was he serious? Research shows that someone with more power - The Boss - tends to see what they want to see. Here the boss mistakes staying late and helping with the clean up as attraction. He didn't establish consent, he's in a position of power. So yep, it's harassment.

“There is a really nice guy at work who is a hugger - but I really don't like it. I know he is not being creepy but what do I do?”

You can say, “ Please don't hug me”. Unwanted touching is never acceptable. You can convey your warmth without touching your colleagues.

It's okay to say someone looks nice. It's not okay to comment about how their body fits into clothing. That's objectification. Suggesting that her body might impress a client could be considered harassment.

“I said to a colleague that she looked great in a skirt and she should wear it when we go to meet the client - is that okay?”



WE ALL HAVE A PART TO PLAY IN MAKING OUR WORKPLACE SAFE AND RESPECTFUL.

Share the guidelines with your team. Talk about it, encourage healthy discussion. Be open, kind and non-judgmental. Allow and encourage everyone to speak (and listen). If people talk about a personal experience or what makes them uncomfortable, don't allow anyone to tell them it's no big deal.

Talk about how as a team you will each do your best to make your workplace safe and comfortable for everyone:

- Make it clear sexual harassment, bullying and racism are not OK and you won't allow it
- Make the guidelines a regular toolbox session topic
- Put the posters up, make the guidelines available to everyone who comes to your workplace.



FOR EMPLOYEES

What to do if you are being or have been sexually harmed or harassed:

By now, you might be thinking about things that happen at work that make you feel really uncomfortable: to you, or someone else, or generally. It doesn't matter who it is: the boss, a manager, a supplier or contractor, a co-worker. If it's not OK, you don't have to put up with it.

You probably want it to stop, or maybe to talk about something that happened in the past.

Get some support and help

- Talk to a friend or a co-worker for support.
- If your workplace has HR, a union rep, a trained H&S rep or a manager, talk to them about why you feel uncomfortable or unsafe.
- You can raise a concern or complaint, or a personal grievance with your employer /the organisation you work for. Ask for their policy about harassment or making complaints.
- If your workplace provides EAP/counselling services, you can access that support.
- There are free services in the community that help people who have been sexually harmed.
- You can talk to an employment advocate or a lawyer, the Human Rights Commission contact line 0800 496 877, or the Employment Relations free advice line 0800 20 90 20.

Further Support Services are available here:

Check out these useful links.

- [WorkSafe sexual harassment and bullying guides, policies and templates.](#)
- Employment New Zealand has a [comprehensive list of resources](#) about bullying, harassment and what employers' responsibilities are.
- [Mentalhealth.org.nz](#) has a handy fact sheet about bullying and what you can do to stop it.
- [RespectEd Aotearoa](#) consultation, training and support for reducing sexual harm in the workplace.

FOR EMPLOYERS

Implementation Strategies for Trade Employers

This is where the rubber hits the road.

We have outlined some ways in which you can put into practice implementing the Keep it Decent guidelines and Pledge.

Remember we are all in this together and you can reach out to the Trade Careers team if you have any questions or need support.



100+ Employees

- Ensure you have an up-to-date sexual harassment and bullying policy.
- Ensure all managers and staff are familiar with the guidelines.
- Nominate a dedicated 'Keep It Decent' representative and ensure all staff know who that person is and what their role is.
- Hold workplace anti harassment and bullying training sessions.
- Set a zero harassment and bullying target for the business and develop an integrated strategy and plan to achieve this.
- Incorporate reporting and benchmarking of success into personal and business KPIs.
- Schedule impact evaluations to measure the success and effectiveness of the guidelines in affecting change.
- Include the 'Keep It Decent' guidelines in employment contracts and on-boarding training.
- Display the pledge and guidelines in shared work spaces.
- Lead by example and make sure that everyone knows what the consequences of sexual harassment and bullying are.
- Consider awards for people who are demonstrating and adhering to the 'Keep It Decent' guidelines and pledge.
- Ensure all Senior Management, C Suite and Governance Board are aware of and champion the 'Keep It Decent' guidelines.
- Share across your communication channels that your business has signed up to 'Keep It Decent' Guidelines.



Less than 100 Employees

- Ensure you have an up-to-date sexual harassment and bullying policy.
- Ensure all managers and staff are familiar with the guidelines.
- Nominate a dedicated 'Keep It Decent' representative and ensure all staff know who that person is and what their role is.
- Hold workplace anti harassment and bullying training sessions.
- Set a zero harassment and bullying target for the business and develop an integrated strategy and plan to achieve this.
- Incorporate reporting and benchmarking of success into KPIs.
- Include the 'Keep It Decent' guidelines in employment contracts and on-boarding training.
- Display the pledge and guidelines in shared work spaces.
- Lead by example and make sure that everyone knows what the consequences of sexual harassment and bullying are.
- Consider awards for people who are demonstrating and adhering to the 'Keep It Decent' guidelines and pledge.
- Lead by example and make sure that everyone knows what the consequences of sexual harassment and bullying are.
- Share across your communication channels that your business has signed up to 'Keep It Decent' Guidelines.



Sole Traders/Small Business

- Display the pledge and guidelines in shared work spaces, on your website.
- Let clients know you have pledged to 'Keep It Decent' guidelines.
- Talk through the guidelines and examples in a toolbox chat session
- Include the Keep It Decent guidelines in employment contracts and on-boarding training.
- Lead by example and make sure that everyone knows what the consequences of sexual harassment and bullying are.
- Nominate a dedicated 'Keep It Decent' representative and ensure all staff know who that person is and what their role is.
- Develop an up-to-date sexual harassment and bullying policy.

www.tradecareers.co

Proudly supported by



WAIHANGA ARA RAU
Construction and
Infrastructure
Workforce Development Council



HANGA-ARO-RAU
Manufacturing, Engineering
and Logistics
Workforce Development Council

TradeCareers®