

Positive and Safe Workplaces Policy

This policy supersedes all previous versions and is valid until further notice.

Purpose

The purpose of this policy is to state LINZ's commitment to being part of a public sector where people treat one another with respect by fostering positive, safe and inclusive workplaces and to outline how LINZ intends to give effect to this commitment.

Manaaki tangata

Toitū Te Whenua (LINZ) is committed to ensuring we have a diverse and inclusive organisation and that we are an employer of choice. Manaaki Tangata is the framework (business rule) we have developed to ensure that our people policies are developed with this firmly in mind.

The relevant concepts of Manaaki Tangata that are reflected in this policy are set out in the following table:

Concept	Description
Kotahitanga	LINZ brings our people together in unity and connectedness by being a great place to work. We all have a role in ensuring we have a positive and safe workplace. Leaders have an important role in ensuring that this aspiration is achieved.
Manaakitanga	Personal wellbeing is enhanced by the workplace culture and physical environment when it is positive and safe. This policy sets out our focus on achieving a positive and safe workplaces where everyone can thrive.
Whakamana	For our culture to be positive and safe, we must ensure that it is inclusive, values the strength we derive from diversity and continues to recognise different perspectives constructively

Positive and Safe Workplaces Policy

Effective Date: 5 April 2022

Policy Owner: Head of People

Toitū Te Whenua Land Information New Zealand © Crown Copyright

(Refer to Manaaki Tangata – Diversity and Inclusion at LINZ for more information on our policy and the framework we are using).

Policy

Everyone at LINZ is entitled to work in a positive, safe and inclusive workplace, where people treat one another with respect. All of our people (leaders, managers, employees, contractors and consultants) have a critical role to play in creating the LINZ workplace culture and ensuring that it is one that enables people from diverse backgrounds to feel included and able to participate to the best of their ability. There are three key parts to LINZ's commitment to ensuring that each of our workplaces is a great place to work:

- The quality of our leadership and the role of leaders in fostering the workplace we aspire to have;
- The quality of our working relationships and how we all behave in the workplace;
- The role of trusted policies and procedures that help guide us on LINZ's expectations of us and that help us to do the right thing.

LINZ expects that all our people will take self-responsibility for their actions and conduct in the workplace; will meet LINZ's expectations of them; and will work in ways that promote a positive, safe and inclusive workplace for everyone.

Who this applies to

LINZ's expectations and principles apply to all of the people we employ (whether open term, fixed term or casual) and at all levels of our organisation. The policy also applies to the secondees, contractors and consultants we engage.

1 Policy in detail

LINZ aspires to be a great place to work and an employer of choice. Fundamental to this is an inclusive culture where everyone is treated with dignity and respect and where people enjoy a healthy and safe working environment.

LINZ's workplaces are to be free from inappropriate behaviour of any type. This includes racism and racial harassment; sexism and sexual harassment; discrimination on prohibited grounds; bullying; and any behaviour that excludes individuals or groups of people from equality of participation and opportunity.

LINZ has policies for dealing with inappropriate behaviour. Reference should be made to these policies if you experience or witness inappropriate behaviour in the workplace. Speaking up is actively encouraged at LINZ.

Positive and Safe Workplaces Policy

Effective Date: 5 April 2022

Policy Owner: Head of People

Toitū Te Whenua Land Information New Zealand © Crown Copyright

1.1 Self-responsibility

Everyone engaged in a LINZ workplace has an active duty to ensure their conduct contributes to the positive, safe and inclusive workplace we aim to have. This includes monitoring our own conduct and ensuring we are personally meeting LINZ's expectations. It also requires each of us to either challenge unacceptable behaviour in the workplace when we see it or report it to someone who is in a position to challenge it. When challenging workplace conduct, it is important to treat others with respect and dignity. Our individual conduct contributes to the collective culture of the workplace we are in.

1.2 Providing strong leadership

1.2.1 The Leadership Success Profile

The Leadership Success Profile (LSP) identifies the leadership capabilities and character expected for all Public Service leaders.

There are 16 capability areas and 10 levels of capability in the LSP. These capability areas should form the basis of decisions on recruitment to leadership positions, on our approach to performance management, and for our approach to leadership development. All managers should be aware of the LSP and the capability areas they are expected to have. Managers of managers need to make sure they are making use of the LSP in their recruitment decisions, their promotion decisions, in setting performance agreements and in assessing performance, and in investment in the development of their managers.

Exhibiting the capabilities expected of leaders will ensure LINZ has a positive and safe workplace.

1.2.2 The role of leaders in leading people

Leaders have a key role to play in setting the tone for the workplace culture and caring for the health and wellbeing of our people. Leaders are expected to role model positive and productive behaviours at work, and to consider their leadership style and the impact this can have on others. A positive leadership style includes being visible and available, encouraging conversation, actively listening, providing clear messages, dealing with people respectfully, dealing with performance concerns respectfully and constructively, and resolving conflict.

Leaders are expected to manage the risk of inappropriate behaviours and deal with any instances of inappropriate behaviour effectively and early. They need to manage workloads and workplace pressures. They need to openly discuss with their people any matters that are impacting on the team and the working environment.

Leaders of leaders have a key role to play in ensuring that leaders at all levels in LINZ set the right tone for a positive and safe workplace. When there are issues with the tone of leadership, the leader of leader has an interest in understanding and resolving these issues.

It is important for leaders to voice their commitment to creating and maintaining a safe and respectful environment and our expectations of behaviour at work. The actions of the leader and the leader of leaders must support this messaging.

Positive and Safe Workplaces Policy

Effective Date: 5 April 2022

Policy Owner: Head of People

Toitū Te Whenua Land Information New Zealand © Crown Copyright

1.2.3 Leadership development

LINZ is committed to supporting the development of our leaders. All leaders should have a development plan aligned to the LSP. Development will be supported in a range of ways – on the job, through on-going coaching, through on-line learning, through formal development programmes.

1.3 Fostering good working relationships

1.3.1 Conduct and culture

LINZ has set clear expectations concerning what is and is not appropriate workplace behaviour. The LINZ Code of Conduct, the SSC Code of Conduct that also applies to LINZ people, LINZ policies (in particular Speaking Up policies and this policy) all set out in detail the expectations we have our people.

All of our people have a role to play in ensuring we have a positive and safe workplace. Our culture is “how we do things around here” and it is something that we must collectively own responsibility for and regulate. This means taking responsibility for our own conduct; creating a self-regulating culture that challenges the conduct of others appropriately. Acceptance of inappropriate behaviour in the workplace without challenge is tacit endorsement of that behaviour.

1.3.2 Roles and responsibilities

We all have a role in and responsibility for the workplace culture. This includes caring for our own health and safety and that of others. Feeling encouraged and supported to speak up and challenge inappropriate conduct or non-inclusive behaviour is essential to a workplace where health and safety is protected, and people can thrive.

The workplace culture, developing our own awareness and capability, committing to behave appropriately and supporting LINZ to deal with inappropriate behaviour are shared responsibilities. Through shared responsibility, we seek to empower everyone and vulnerable employees in particular.

1.3.3 Constructive leadership

LINZ expects that leaders will have regular constructive discussions with their people on the work that is expected of them and how they perform their duties. Clear communication is important to ensure employees understand their manager’s expectations and are well placed to meet those expectations. Legitimate constructive management that focuses respectfully on performance issues is not harassment or bullying. It is acknowledged that these conversations can be difficult for the employee in particular, but the aim is to support the employee to improve their performance, so they can meet expectations.

1.4 Trusted policies and procedures

1.4.1 Policies

LINZ publishes its policies and its Code of Conduct on the intranet to support everyone (leaders and staff) to understand our expectations, the organisation’s commitments and the responsibility of all of our people. These policies are reviewed on an on-going basis and updated as required. Our policies and the Code of Conduct are intended to provide information to you to ensure you contribute positively to the culture of the work place by knowing “how we do things at LINZ” whether that be as a leader or as an employee.

Positive and Safe Workplaces Policy

Effective Date: 5 April 2022

Policy Owner: Head of People

Toitū Te Whenua Land Information New Zealand © Crown Copyright

LINZ policies set out how to raise different types of issues. LINZ provides multiple channels for raising these different types of issues, recognising that some issues can be harder than others to raise and to deal with.

1.4.2 Legislation

LINZ policies are underpinned by relevant legislation, in particular:

- The Health and Safety at Work Act 2015
- The Employment Relations Act 2000
- The Human Rights Act 1993
- The New Zealand Bill of Rights Act 1990
- The Privacy Act 1993
- The Public Service 2020
- The Wages Protection Act 1983

1.5 The Health and Safety at Work Act 2015

LINZ is committed to providing a healthy and safe work place for our people. A positive and safe work place culture as described in this policy is a fundamental component of our efforts to manage and care for the health, safety and wellbeing of people in our workplaces and to meeting our obligations under the Health and Safety at Work Act 2015.

1.6 Our partnership with the PSA

LINZ recognises the role the PSA has in representing their members who are our employees. We are committed to engaging constructively with the PSA as the chosen representative of our people on matters that are important to our people and through our regular forums.

1.7 Reporting

Everyone in our workplace has a positive duty to speak up about aspects of the workplace culture that represent a hazard to health and safety. They also have a duty to report incidents and near misses in the work place in a health and safety context.

The LINZ health and safety tool (accessed through the orange button), may be used to report health and safety issues and incidents including sensitive reporting. This is not the only mechanism for raising sensitive issues, however. These can be raised with your manager, your manager's manager, Human Resources, the Health and Safety team, a member of the Senior Leadership Team, or our independent facilitator Lesley Ashworth-Lawson.

2 LINZ commitments and obligations

Our leaders are expected to:

- **Actively manage health and safety**
LINZ is committed to the health and safety of our people. Leaders are expected to set the right tone for a positive and safe workplace culture and to lead by example in order to safeguard people's wellbeing.
- **Ensure that leadership capability is developed and managed**
LINZ is committed to recruiting people into leadership positions that have the right capability, in particular people leadership capability. LINZ will invest in building leadership capability across the organisation. Appropriate weight will be given to people leadership performance when assessing a leader's overall performance.
- **Act responsively and constructively when issues of workplace culture (which have the potential to impact health and safety) are raised**
LINZ encourages people to speak up about workplace culture and incidents and is committed to dealing with issues responsively and constructively.
- **Deal with performance and conduct issues with respect recognising that natural justice is critical to resolving such situations**
LINZ is committed to dealing with people fairly, respectfully and constructively. This includes in challenging circumstances where performance issues exist and where misconduct is alleged. The principles of natural justice will be applied so that treatment is fair and appropriate.

3 Employee commitments and obligations

Our people are required/need to:

- **Take responsibility for their own health, safety and wellbeing and ensure they do not adversely impact others**
Take reasonable care with your own health, safety and wellbeing and the impact you have on others. Ensure that your acts or omissions do not adversely affect others.
- **Contribute positively to our workplace culture and speak up**
In addition to conducting yourself appropriately in the workplace, take responsibility for identifying and raising examples of conduct that are inconsistent with the standards of conduct expected at LINZ.
- **Be aware of and comply with LINZ policies, procedures and expectations**
Make sure you are familiar with and work to LINZ policies and procedures which are there to guide you to do the right thing and in the right way.
- **Treat everyone with respect and dignity**
Appreciate and value different perspectives, be inclusive of others and recognise the strength we

derive from being able to consider things from multiple points of view in reaching decisions or taking actions.

Delegated authority

Decisions under this or any policy must be made in accordance with the authority delegated by the Chief Executive. Reference should be made to the schedule of delegated Human Resources authority which is included in the links below. Care is recommended as exceeding your authority to make decisions may be considered a disciplinary matter.

Definitions

Term	Definition
Leadership Success Profile (LSP)	The LSP has been developed by the Te Kawa Mataaho (Public Service Commission) and applies across Public sector organisations. It sets out the capabilities expected of public servants.
Capability framework	The LINZ framework sets out, in objective terms, the abilities that are required at different levels and roles in LINZ. These capabilities underpin our people processes (for example, talent management and career pathway planning, learning and development programmes, recruitment, performance management).

Useful links

[LSP](#)

[Ngā Pūkenga - Capability framework](#)

[Whakawhanake - Performance Agreement and Development](#)

[Positive and Safe Workplaces Model Standards](#)

[Speaking up policy](#)

[Code of conduct](#)

[Your Human Resources Team](#)

[EAP](#)

[Lesley Ashworth-Lawson](#)

Positive and Safe Workplaces Policy

Effective Date: 5 April 2022

Policy Owner: Head of People

Toitū Te Whenua Land Information New Zealand © Crown Copyright

Relevant Legislation

[Health and Safety at Work Act 2015](#)

[Employment Relations Act 2000](#)

[Human Rights Act 1993](#)

[New Zealand Bill of Rights Act 1990](#)

[Privacy Act 2020](#)

[Public Service Act 2020](#)

[Wages Protection Act 1983](#)

Approved 5 April 2022 as a Toitū Te Whenua Administrative Policy


.....

Te Tumu Whakarae

Toitū Te Whenua Land Information New Zealand

Released under the Official Information Act 1982

Positive and Safe Workplaces Policy

Effective Date: 5 April 2022

Policy Owner: Head of People

Toitū Te Whenua Land Information New Zealand © Crown Copyright