

RACE DISCRIMINATION HARASSMENT QUESTIONS

Policies & Procedures

- 1 What procedures has the Respondent introduced to protect employees from unwanted and abusive conduct that violates people's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment?

- 2 Does the Respondent have a policy in place to address racial harassment in the workplace? In particular:
 - (i) Please state the date on which this policy was implemented;
 - (ii) Please state how this policy was communicated to staff including managers;
 - (iii) Please state the date, content and provider of any training or awareness seminars held in relation to this policy;
 - (iv) Please state whether the employees listed below have attended training or awareness seminars in relation to the prevention of harassment or bullying: [*insert names*]
 - (v) Please state the disciplinary sanctions which the Respondent invokes when this policy is breached;
 - (vi) Please state on how many occasions the Respondent has taken disciplinary action as a consequence of a breach of this policy. Provide the identity of the employees disciplined and the outcome of the disciplinary process.

- 3 What measures were taken by the Respondent during the period from ____ to ____:

(i) to ensure that I did not feel under threat or intimidated because of my race;

(ii) to ensure a good and harmonious working environment?

- 4 What measures were taken by the Respondent to prevent employees making deliberate remarks which were of particular offence to me and/or caused me apprehension?

Harassment

- 5 Please provide full details of all/any comments, threats, slogans, graffiti made concerning myself or witnessed by supervisors or management. Please also provide the name and job title of the supervisor/manager involved.
- 6 Has [*insert name of alleged harasser*] ever subjected other employees to treatment similar to that described in Paragraph 2 of this form? If so please provide details including names and job titles of those involved.
- 7 Why did [*insert name of alleged harasser*] subject me to the demeaning and discriminatory treatment, as stated at paragraph 2 of this form?
- 8 Did I ever give you the impression that I welcomed the treatment described in Paragraph 2 of this form?
- 9 Please confirm that I made it clear that I did not welcome the treatment described in Paragraph 2 of this form.
- 10 Please state what, if any, steps have been taken to ensure that I will not be subjected to racial harassment in the future.
- 11 What advice/instructions are given to staff who believe that they may have been subjected to racial harassment?

Complaint(s) and Investigation

- 12 Please provide full details of all/any complaints made by me to supervisors and management during the course of my employment concerning my work conditions and duties and treatment afforded to me by other employees.
- 13 Why did the investigation of my complaint of harassment take X days/weeks/months?
- 14 Why was I still required to work with [*insert name of alleged harasser*] whilst my complaint was under investigation?
- 15 Please state what action, if any, was taken against [*insert name of alleged harasser*] whilst my complaint was under investigation?
- 16 Please provide details of who took the decisions whether to take any action or not regarding my complaint, including names and job titles?
- 17 Has any disciplinary action been taken as a consequence of this investigation? If so, please provide details.
- 18 In the last three years please state how many complaints you have received about racial harassment explaining how they were investigated and the results of the investigations.

DOCUMENTS

Please forward copies of the following documents with your replies to this questionnaire:

- a) A copy of the Respondent's harassment policy;
- b) All correspondence, notes memoranda and/or other documentation relating to all complaints made by me to the Respondent and to the investigation of those complaints:
- c) Copies of all minutes, memoranda or other documents relating to the efforts made by the Respondent, either in response to the complaints referred to in the questionnaire above or otherwise to ensure a good and harmonious

working environment;

- d) Copies of any minutes, memoranda or other documents relating to any disciplinary action taken in response to my complaints;
- e) The Respondent's disciplinary code and/or grievance procedure if any;
- f) The personnel file of [*insert the name of the person/s responsible for harassment*];