

Workplace Review Interview

Interviewee	
Name:	
Title/Role:	
Region	

Interviewer/Reviewer	
Name:	

Interview details	
Date:	
Location:	
Start time:	
End time:	

There are a few preliminary matters that I want to tell you about. All participants will receive this information.

Introduction

Thank you for agreeing to talk to me about the Workplace Review. The information about the review and the panel is set out in the Terms of Reference. The scope of the review is:

To ensure FENZ is able to promote and improve respect, safety, equality and freedom from unwanted behaviour in the workplace the review will:

- A. Assess FENZ's current workplace policies, procedures and practices for addressing harassment and bullying in the workplace against best practice models in New Zealand having particular regard to public sector standards and FENZ obligations under current relevant legislation.
- B. Identify existing policies, procedures and practices within FENZ that are fit for purpose and which exemplify the qualities of respect, safety, equality and freedom from unwanted behaviour in the workplace and are consistent with FENZ's Standard of Conduct
- C. Identify ways to reshape policies, procedures and practices which are identified by the Review as not fit for purpose in order to achieve:
 1. Committed and engaged FENZ leadership which aims to remove unwanted behaviours and reward positive behaviours.
 2. Consistent and demonstrated accountability by all FENZ personnel for their behaviours.
 3. Strong and comprehensive FENZ anti-harassment policies.
 4. Trusted and accessible FENZ complaint procedures.
 5. Regular, interactive training, education, mentoring and development opportunities tailored to FENZ and its personnel, aimed at empowering respect, equity and fairness. A culture where everyone feels safe and empowered to contribute equally.
 6. The removal of any barriers and support enablers to achieving these outcomes.
- D. Any other matters the Review team considers appropriate.

You have completed the survey that was sent out to assist us with this review and you have advised that you would like to be interviewed as part of our review. It enables you to have an opportunity to comment on the matters being investigated, but it is important that you provide only factual accounts.

It is important to stress that the Review will not investigate or make factual findings about the substance or merit of any individual incidents or allegations you may raise with us. There is support available to you if you need it and we can provide you with details of that support,

You are welcome to have a support person and/or representative present if that would assist.

Record of interview

Our conversation will be digitally recorded to ensure that we have an accurate record of the interview today. A transcript of the interview will be prepared from the digital recording. A copy of the transcript will be made available to you if you request a copy.

The recording, any notes and transcript will be treated with the strictest confidence and stored securely until the review is concluded, at which time these will be destroyed.

Consent

Do you agree to participate in this interview and for us to record this interview?

Consent to participate Yes (proceed) No

Consent to record Yes (proceed) No

Signature: _____ **Date:** _____

Support person present:

The interview is strictly confidential and you are bound by that confidentiality.

For the supporter:

I, the undersigned, undertake not to divulge any confidential information to which I have access in the exercise of my capacity as a support person to the present interview, and in particular to respect the confidentiality of information obtained during this interview.

Name: _____

Signature: _____ **Date:** _____

Interview questions

- 1. Have you personally experienced, witnessed or been accused of bullying or harassment within FENZ?**

No – go to Q.5

Yes - Would you like to tell me a little about this? When did this happen?

- 2. Was a complaint made about the incident(s) (by, against, as supporter):**

Yes (prompts)

- What processes were followed?
- How did you find out about and access the process?
- How did the process work for you? What worked and what didn't?

No - Why was that?

- 3. What effect did the experience(s) have on you, how did it make you feel?**

- 4. What do you think a good process for dealing with bullying or harassment in FENZ would look like? How could things be improved?**

- 5. What (else) would you like the Review Team to know about the processes for dealing with bullying or harassment in FENZ?**