****

**EARLY RESOLUTION POLICY**

**PURPOSE:**

This policy assists employees resolve workplace conflict and employment relationship problems at an early stage.

The Employee Early Resolution procedure is designed to support and encourage employees to take steps to resolve workplace conflict when the conflict first arises. The benefits of early resolution are:

* Conflict does not become more serious;
* There is a better chance of repairing working relationships;
* The disruptive effect conflict has on other work colleagues is minimised;
* Employees look after themselves and others.

**POLICY:**

All employees have a responsibility to take steps to reduce workplace conflict and to take positive steps to resolve conflicts as soon as possible. Procedures associated with this policy are to be read together with this policy.

**DEFINITIONS:**

**Conflict:**  Can be a disagreement or argument, an incompatibility between two or more opinions, principles, or interests, or a clash of opposing wishes or needs. Conflicts may be:

* Interpersonal, for example, between employees about how they are spoken to or treated, how work is done or how a team is getting on;
* Work-related, for example, conditions of work, job performance or whether or not employees feel treated fairly.

While all types of conflict within the workplace are covered by this policy, some conflicts, may be more appropriately dealt with through a formal disciplinary process. This will be determined by People & Organisation taking into account the circumstances of the situation including the wishes of the affected employees.

**SCOPE:**

This policy applies to all employees and covers various types of conflicts within the workplace including those set out in the definition above.

**RELEVANT LEGISLATION:**

[Health and Safety in Employment Act 1992](http://www.legislation.govt.nz/act/public/1992/0096/latest/whole.html#dlm278829)

[Employment Relations Act 2000](http://www.legislation.govt.nz/act/public/2000/0024/latest/whole.html#dlm58317)

**RELATED PROCEDURES / DOCUMENTS:**

Employee Early Resolution Procedures

This policy must also be read in conjunction with the Preventing Harassment Policy and Procedures, the Disciplinary Policy and Procedures, Ethical Guidelines and Council Statute No:3 Discipline Statute.

**RESPONSIBILITY:**

The University encourages and supports all staff to work to resolve workplace conflict. Managers will refer to the Employee Early Resolution Procedures in the first instance if appropriate.

Direct responsibility for the operation of the Employee Early Resolution Procedures lies with People & Organisation.

**DOCUMENT MANAGEMENT AND CONTROL:**

Date of Issue: 27 March 2015

Date for Review: 27 March 2017

This Policy is the property of Auckland University of Technology.