

CIRCULAR 1/2024

From: Permanent Secretary for Civil Service and Public Enterprises **Phone:** 892 4321
To: All Permanent Secretaries **Date:** 17 January 2024
Subject: **Workplace Harassment, Discrimination and Anti-Bullying Policy** **File Ref:** MCS 7/1

- 1.0 The Workplace Harassment, Discrimination, and Anti-Bullying Policy (attached) has been approved by the Public Service Commission on Monday, 15th January 2024 for implementation in the Civil Service.
- 2.0 The aim of the policy is to build more inclusive and safer workforce, meet the ethical and legal obligations to promote, establish and maintain a working environment free from any forms of workplace harassment, discrimination and bullying.
- 3.0 Ministries/Departments and Civil Servants through a shared responsibility must demonstrate high standards of professionalism, ethics and integrity. Ministries are responsible for sustaining a workplace, while Civil Servants must model respectful behaviour and foster a supportive and considerate work environment.
- 4.0 Individual Ministries are responsible for the implementation of this policy and must use communication strategy and materials in accessible format that informs Civil Servants of their rights and responsibilities.
- 5.0 It is important to underline that non-compliance with this policy is regarded as an offence which carries liability to disciplinary and/or criminal proceedings.
- 6.0 The Ministry will further release plans to support the implementation through development and facilitation of relevant trainings packages.
- 7.0 The content of the Circular must be brought to the attention of all Civil Servants in your Ministries/Departments.
- 8.0 Please direct all queries to the Ministry of Civil Service Policy Division through email on mcspolicy.fiji@gmail.com

Thank you.



Parmesh Chand

Permanent Secretary for Civil Service and Public Enterprises