



# **Anti-Discrimination, Harassment and Bullying Policy**

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**ISSUED BY:** CLA Executive

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## 1. Overview

Cranbourne Little Athletics Centre is an equal opportunity sporting club and is committed to providing a safe and supportive environment that is free from discrimination, bullying and harassment and where all individuals associated with the Centre treat each other with respect.

Cranbourne Little Athletics Centre will ensure reports relating to experiencing or witnessing inappropriate behaviour such as discrimination, bullying and harassment will be treated seriously, investigated thoroughly and confidentially as per the managing Complaints and Grievance Policy.

CLAC does not tolerate victimisation. If an employee feels they are being treated poorly or victimised because of reporting a concern or because they are involved in an investigation process, they should report this treatment immediately.

## 2. Principles

CLAC values the harmony of its workforce and is committed to:

- the Centre being free from discrimination, bullying and harassment and has a zero-tolerance approach
- promoting, recognising and accepting the rights of members to equality of opportunity
- People feeling confident in reporting discrimination, bullying and harassment without reprisals
- Providing training and awareness raising and prevention strategies are implemented to ensure all employees know their rights and responsibilities

## 3. Policy Purpose

To outline the rights and responsibilities of all members for the achievement of a diverse, equitable, inclusive and safe environment, free from unlawful discrimination, bullying and harassment.

## 4. Scope

It applies to members while in the Centre or off site (including for events/conferences/courses), at Centre functions (including social functions and celebrations), while on trips and attending conferences.

CLAC expects all members to behave in a professional manner and to treat each other with dignity and respect. CLAC will take reasonable and proportionate measures to prevent and eliminate discrimination, bullying, harassment and victimisation.

## 5. Roles and Responsibilities

CLAC has a responsibility to take all reasonable steps, consistent with its duty of care, to:

- Ensure the health, safety and wellbeing of members and athletes; support an environment that is free from discrimination and harassment;
- Ensure members, volunteers and contractors are informed of this; and
- Inform all of their responsibilities under this policy through the implementation of training and awareness raising strategies.



**All have a responsibility to:**

- Make all reasonable efforts so that acceptable standards of conduct and behaviour are observed at all times;
- Undertake timely, corrective action to deal with behaviour that may be offensive or intimidating, even if a complaint has not been made;
- Ensure complaints are addressed promptly, fairly, sensitively and in accordance with the complaint management process.
- Abiding by the standards of behaviour outlined in this policy
- Support initiatives designed to promote equal opportunity
- Engage in good faith in the complaint management process, to achieve resolution of the complaint; and
- Ensure cooperation by remaining open to suggested options for resolution and engaging respectfully with those concerned as appropriate.

**6. What is Discrimination**

Discrimination occurs when a person, or a group of people, is treated less favourably than another person or group because of their background or certain personal characteristics. This includes;

- Race including colour, immigrant status, national or ethnic origin or
- sex, sexual orientation, gender identity and intersex status
- pregnancy, marital status and breastfeeding
- family or carer's responsibilities, age
- physical or mental disability
- political opinion, social origin or religion

Discrimination can be either direct or indirect.

**Direct discrimination** occurs when a person (or a group of people) is singled out for worse treatment, compared to others in similar circumstances, because of one or more of the above attributes. Direct discrimination may involve:

- making offensive 'jokes' about racial or ethnic background, sex, sexuality, age or impairment;
- expressing negative stereotypes about particular groups or using stereotypes

**Indirect discrimination** occurs when one rule applies to all, but in fact disadvantages a person (or group of people) because they are unable, or less able to comply with the rule because they have an attribute. The fact that the disadvantage was not intended is not an excuse. For example:

- Minimum height requirements to apply for a role on the Committee where there is no inherent requirement – this indirectly discriminates against gender and some cultural demographics.
- Not considering the provision of some reasonable adjustments would disadvantage a person with impairment, who may be able to perform it in a different way.



## **7. What is Harassment?**

Harassment is defined as any form of behaviour where a person is made to feel intimidated, or humiliated because of a particular characteristic(s) e.g. race or sex as specified under anti-discrimination or human rights legislation.

Harassment can be verbal, written or physical, and has the intent or effect of creating an intimidating, hostile or offensive environment.

Harassment can be repeated behaviour or a single serious incident and can occur even if the behaviour is not intended to offend. Silence does not mean that the behaviour is acceptable to the other person.

Examples of behaviours that may amount to harassment include:

- Asking intrusive questions about someone's personal life;
- Comments that put down or stereotype people;
- Offensive communications including digital communications (Facebook, twitter, e-mails), written, images and telephone.
- Derogatory or demeaning jokes intended to offend on the basis of stereotyped characteristics.

## **8. What is Sexual Harassment?**

Sexual harassment is any form of unwelcome sexual attention that might offend, humiliate or intimidate the other person and may be experienced by women or men. It includes

- uninvited touching or physical contact
- leering at a person or at parts of their body
- talking about your sex life or asking about another person's sex life
- sexual jokes or propositions
- sexually offensive communications (phone, email, SMS or other social media.)

Sexual harassment is against the law wherever and whenever it occurs. CLAC will not tolerate sexual harassment at the Centre or in any Centre related context such as conferences and functions. Sexual harassment has nothing to do with mutual attraction or consensual relationships which are a private matter.

Sexual harassment does not have to be repeated or continuous to be against the law. Some actions or remarks are so offensive that they constitute sexual harassment in themselves, even if they are not repeated. Other single incidents, such as an unwanted invitation or compliment, may not be sexual harassment. Some forms of sexual harassment, such as assault, physical molestation, stalking, sexual assault and indecent exposure, are also criminal offences.

The person being harassed does not need to say that the behaviour is unwelcome. Many people find it difficult to speak up. All members are responsible for their own behaviour. If you think the behaviour may offend, then don't do it.



### **9. What is Bullying?**

Bullying as repeated unreasonable behaviour by an individual towards another which creates a risk to health and safety.

**Bullying** behaviour can range from obvious verbal or physical assault to subtle psychological abuse. It can include:

- physical or verbal abuse
- yelling, screaming or offensive language
- excluding or isolating members
- psychological harassment
- intimidation, humiliation and aggression
- cyber bullying
- teasing or practical jokes
- deliberately withholding information vital for effective work performance.

### **10. What is unlikely to constitute bullying?**

Legitimate comments and advice, including relevant negative feedback, on behaviour of an individual or group should not be confused with bullying, harassment or discrimination. Providing feedback should be handled sensitively but they should not avoid their responsibility to provide feedback.

The Executive Committee can make decisions about behaviour and take action, so long as it is carried out in a reasonable will not constitute bullying.

### **11. Making a complaint of Discrimination and Harassment**

Members, athletes, visitors, are encouraged, in the first instance, to attempt to resolve complaints of discrimination and harassment informally and at the local level.

Handling complaints are based on confidentiality, impartiality, procedural fairness, immunity from adverse action and prompt resolution.

The relevant procedures for the resolution of grievances are outlined in the Managing Complaints and Grievances Policy and Procedure.

### **12. Confidentiality and Victimisation**

The parties to a discrimination and/or harassment complaint are required, at all stages of this policy and procedure, to maintain confidentiality in relation to the concern or complaint.

A person must not victimise or otherwise subject another person to detrimental action as a consequence of that person raising, providing information about, or otherwise being involved in the resolution of a complaint.

### **13. Further Information**

For further information or advice regarding this policy, please contact an Executive Committee member or athletes if they feel more comfortable, can discuss with the Centre's Child Protection Officers.