



Managing Conduct and Behaviour Policy

EFFECTIVE DATE: July 2019

ISSUED BY: CLAC Executive

AUTHORISED BY: Holger Phillip

Contents

- 1. Overview**
 - 2. Scope**
 - 3. Principles**
 - 3.1. Procedural Fairness
 - 3.2. Support
 - 3.3. Timing
 - 3.4. Shared understanding
 - 3.5. Confidentiality
 - 3.6. All cases on their merits
 - 3.7. Records
 - 4. Definitions**
 - 5. Roles and Responsibilities**
 - 6. Conduct and Behaviour Discussions**
 - 7. Formal Disciplinary process**
 - 8. Further Information**
 - 5. Miscellaneous**
-



1. Overview

Cranbourne Little Athletics Centre aims to ensure that all Committee, members and athletes achieve and maintain appropriate standards of conduct and behaviour.

The purpose of this policy is to provide a fair and consistent approach to managing committee, members and athletes conduct and behaviour including providing coaching and support when expectations are not met.

2. Scope

This policy applies to all financial and non-financial committee, members and athletes.

3. Principles

3.1 Procedural Fairness

All members should be given sufficient information about the issues concerning the misconduct or inappropriate behaviour prior to any discussions. The member should be given an opportunity to provide a response to the issue. The decision-maker should not have a conflict of interest or other bias.

3.2 Support

Members are entitled to be supported by a person of their choice at any meeting throughout the behaviour management process. This person may be a friend, family member or other support person (so long as the representative is not a potential witness in an investigation into misconduct allegations against the member).

A support person can provide moral and practical support and may attend meetings to take notes on behalf of the member. A support person is expected to act discreetly and courteously. In certain circumstances, executive may request that a member nominate an alternative individual representative, such as if there is a conflict of interest exists or for another compelling reason.

3.3 Timing

Timing is crucial in dealing with matters relating to unsatisfactory conduct or behaviour and any action must be taken as soon as possible.

3.4 Shared Understanding

In some situations, the preliminary issue might be to ensure there is shared understanding of the standards expected and the member is given an opportunity to put views as to whether they have met the standards and, if not, what caused the member to fall short of them.

3.5 Confidentiality

It is important that appropriate confidentiality is maintained with respect to matters managed under this policy. All due regard must be given to the dignity of the member concerned and every effort must be made to maintain the member's self-esteem.

3.6 All cases on their merits

All cases will be dealt with on a merit basis ensuring that the remedy fits the inappropriate behaviour.

3.7 Records

Records in relation to conduct and behaviour matters are required in order to accurately review what has taken place, decisions made, and action taken. Records must be dated, accurate, timely, reliable, complete and void of assumptions. Any formal processes should be documented, with a copy given to the member and a copy placed on the member's file.

4. Definitions

CLAC – Cranbourne Little Athletics Centre

Members - for the purpose of this policy, members are considered persons either financial and non-financial, committee, members and athletes.



Misconduct - Misconduct is defined as conduct that may justify the imposition of a disciplinary sanction. Some examples of misconduct include:

- A contravention of Cranbourne Little Athletics Centre Code of Conduct
- Improper conduct in an official capacity
- Members making improper use of their position for personal gain
- Members making improper use of information, acquired by virtue of their position, to gain personally or for anyone else, financial or other benefits or to cause detriment to CLAC.
- Breach of trust or confidentiality
- Dishonesty
- An instance or pattern of rudeness, aggression or other inappropriate behaviour towards other members.

In more serious cases, misconduct can involve criminal or civil offences.

Serious Misconduct- is behavior that warrants CLAC expulsion (immediate) and includes but is not limited to:

- Misappropriation of CLAC's funds or property, or falsification of documents or any other dishonest behaviour
- Willful or deliberate behavior by a member that is inconsistent with the Code of Conduct
- Engaging in fraud, assault, serious dishonesty
- Conduct that causes imminent and serious risk to the health and safety of a person, or the reputation, viability or profitability of CLAC

5. Roles and Responsibilities

5.1 All members are responsible for:

- Complying with the company's Code of Conduct and demonstrating appropriate behaviours in accordance with CLAC's values, policies and procedures
- Being accountable for their own conduct
- Avoiding any actual or perceived conflicts of interest
- Cooperation in any misconduct process described by this procedure to resolve matters fairly and efficiently
- Maintaining appropriate confidentiality
- Reporting behaviour that violates any law, rule or regulations, or represent corrupt, unethical, inappropriate or unacceptable conduct, mismanagement of public resources, or is a danger to public health or the environment to CLAC as soon as reasonably practicable

6. Conduct and Behaviour discussions

When matters relating to the unsatisfactory conduct or behaviour are either not addressed and/or have been unsuccessful following informal coaching or where the nature of the matter warrants it, a formal disciplinary process is followed.

7. Formal Disciplinary Process

A formal disciplinary process involves a series of warnings from written warnings through to expulsion. The sequence of warnings is designed to ensure that a member has a reasonable opportunity to modify their behaviour before sanctions are imposed. The sequence of warnings will depend on the seriousness of the matters being addressed.

7.1 Formal (Written) Warnings

Formal (written) warning letters are useful to confirm and address a behaviour or conduct issue with a member. If a formal written warning is being considered, the matter must be discussed with the member. At this meeting, an executive committee member will:

- Explain why the meeting has been called and outline the process



- Give clear, specific examples of what the conduct or behaviour issue is. It is not sufficient to have a vague, general conversation
- Give a clear statement of the standard of conduct or behaviour expected
- Give the member an opportunity to respond to the concerns and explain their conduct, and invite them to set out any mitigating circumstances
- All details of the meeting should be recorded
- The member is to be advised that if their behaviour/ behaviour doesn't improve, it may result in further disciplinary action

7.2 Subsequent (Written) Warnings

In cases in which a written warning has been issued and the member work behaviour or conduct fails to improve, further disciplinary action may be taken.

Depending on the situation this may include a second or final warning. Subsequent warnings must include all that is appropriate to any previous warnings and must clearly state that, if these standards are not met within a specified time period, the member may be sanctioned against. In cases of serious misconduct, expulsion may be considered.

7.3 Refusal or Failure to Attend

If the member refuses or fails to attend the meeting without reasonable cause, then the meeting will proceed in their absence, a determination may be made without the input from the member, and if a written warning is issued or other action taken in the member's absence the member will be advised in writing.

7.4 Follow up and review

In all cases of a written warning being issued, the Executive Committee will review the matter within the timeframe set. Where the behaviour has ceased or behaviour has improved as required, there is no need for any further action. The member will be informed that the matter is at an end. However, if the behaviour or behaviour problem has continued, further disciplinary action will need to be considered.

8. Further information

For further information or advice regarding this policy, please contact an executive Committee member representative.

9. Miscellaneous

CLAC may amend any of its policies at any time at its absolute discretion. These policies will be updated and available on the relevant sites. Members must ensure that they regularly familiarise themselves with any changes to policies from time to time.