

Sebastopol Bowling Club Inc

1. POLICY STATEMENT:

- (a) The Sebastopol Bowling Club is committed to providing all members and workers with a healthy and safe environment free from bullying and harassment.
- (b) The Sebastopol Bowling Club aims to ensure that no member or worker is bullied or harassed at the Club.

2. EXPECTATIONS AND COMMITMENT:

- (a) The Sebastopol Bowling Club expects all members and workers, regardless of their level within the Sebastopol Bowling Club, to behave in a professional manner and to treat each other with dignity and respect. Compliance with this policy is an essential part of meeting that expectation. Disciplinary action up to and including summary dismissal or cessation of membership or services may result where there is non-compliance.
- (b) The Sebastopol Bowling Club is committed to eradicating bullying and harassment in the workplace and encourages members and workers to report bullying and harassment promptly, so that appropriate measures can be taken.
- (c) The Sebastopol Bowling Club undertakes to ensure that all members and workers, regardless of their level within the Sebastopol Bowling Club, are fully aware of their obligations under this policy.
- (d) The Sebastopol Bowling Club undertakes that all members and workers, including those making bullying allegations and those against whom allegations are made, will be fully supported by the Sebastopol Bowling Club throughout the process.
- (e) If a person feels victimised in any way as a result of either making a complaint, or having a complaint made against them, they should submit a grievance dispute as set out under section 12 of the Club's Constitution, if they are a member or if they are a worker, they should submit a grievance in writing under the *Sebastopol Bowling Clubs Grievance Policy and Procedure*.

3. WHO IS COVERED BY THIS POLICY?

- (a) This policy applies to everyone in the club.

For the purposes of this policy, "members & workers" shall include:

- all members set out in section 5 of the Club's Constitution.
- every Sebastopol Bowling Club employee;
- contractors/sub-contractors and any of their employees whilst engaged on work for the Sebastopol Bowling Club;
- volunteers;
- work experience students
- consultants or consultants' employees whilst on Sebastopol Bowling Club premises work; and
- agents whilst acting on behalf of the Sebastopol Bowling Club.

- (b) The Sebastopol Bowling Club also recognises that behaviour falling within the definition of bullying may be directed at workers by clients or at clients by workers.

4. DISTRIBUTION OF POLICY:

- (a) The policy is available from the Administration Office. All members & workers will be made aware of any amendments to the policy.
- (b) The policy will form part of the induction of new employees and will be provided to all other workers who perform work for the Sebastopol Bowling Club.

5. WHAT IS BULLYING

- (a) Bullying is **repeated unreasonable behaviour, by an individual or group, that creates a risk to health and safety.**

Bullying is a form of stalking and prohibited by the Crimes Act. Penalties for bullying can be high (including fines and imprisonment) and victims of bullying can obtain intervention orders against perpetrators.

- (b) In most cases the behaviour is persistent and happens over a period of time.
- (c) A risk to health and safety occurs where there is a risk to a person's mental or physical health.
- (d) By way of guidance (although this list is not exhaustive) some examples include:
 - abusive, insulting or offensive language or comments;
 - continuously and deliberately excluding someone from workplace or Club activities;
 - setting tasks that are unreasonably below or beyond a person's skill level;
 - changing arrangements such as bowls selection, rosters and leave to inconvenience a member or worker; and
 - excessive scrutiny of the person's activities at the Club.
- (e) Bullying can be physical, emotional, verbal or written, including electronically and online.
- (f) Bullying can be directed downwards (from committee persons to members or managers to workers), sideways (between members or between workers) or upwards (members to committee persons or workers to managers).
- (g) This policy covers bullying that happens 'at the club'. However, this is not limited to the physical club or workplace, and includes all behavior that is related to the club or work, for example, electronic communications and club or work-related social events.

6. WHAT IS HARASSMENT?

- (a) Harassment is unwelcome physical or verbal conduct.
- (b) Harassment may involve (but is not limited to) any of the behaviours listed above under the definition of bullying. Harassment may be found to have occurred if the behaviour makes the person claiming to have been harassed feel
 - Offended and humiliated
 - Intimidated or frightened and/or
 - Uncomfortable at work.
- (c) For **sexual harassment**, please refer to the Sebastopol Bowling Club's *Sexual Harassment Policy and Procedure*.

7. WHAT IS NOT BULLYING/ HARASSMENT?

Bullying or Harassment does **not** include reasonable management action taken in a reasonable manner, including such matters as:

- directing a worker in the performance of his or her work;
- directing a member in behaviour at the club;
- changing club or work practices and procedures;
- managing members and worker performance;
- investigating alleged misconduct;
- disciplining a member or worker for misconduct; or
- allocating work in accordance with Sebastopol Bowling Club policies and procedures.

8. WHAT IF THE BULLYING OR HARASSMENT IS DISCRIMINATORY?

If a person being bullied or harassed believes that the person doing the bullying or harassing is discriminating against them, they should follow section 12 of the constitution if they are a member or if they are a worker, they should refer also to the Sebastopol Bowling Club's *Equal Opportunity Policy and Procedure*.

9. WHO HAS THE RESPONSIBILITY OF ENSURING THIS POLICY IS IMPLEMENTED?

Board Members, Bowls Committee, Managers and Supervisors

- (a) Board Members, Bowls Committee, Managers and supervisors of the Sebastopol Bowling Club have the primary responsibility for ensuring that bullying and harassment of workers and members does not occur at the Club.
- (b) Board Members, Committee, Managers and supervisors have a responsibility to:
 - Monitor the club & working environment to ensure that acceptable standards of conduct are observed at all times
 - Model appropriate behaviour themselves
 - Promote the Sebastopol Bowling Club's bullying and harassment policy within their area of responsibility
 - Treat all complaints seriously and take immediate action to investigate and resolve the matter
 - Refer complaints to next level manager/Board Member if they do not feel that they are the best person to deal with the matter (for example, if there is a conflict of interest or if the complaint is particularly complex or serious).

Members & Workers

- (a) All members & workers have a responsibility to ensure that they do not participate in bullying and harassing behaviour in the club or workplace, and to work to eradicate bullying and harassment in the club & workplace.
- (b) All members & workers have a responsibility to:
 - Comply with the Sebastopol Bowling Club's bullying harassment policy
 - Report any bullying or harassment they experience at the first available opportunity, so as to enable the Sebastopol Bowling Club to address the issue
 - Offer support to anyone who is being bullied and / or harassed and advise them where they can obtain help and advice
 - Maintain complete confidentiality if they receive information during the investigation of a complaint. Workers and members should be aware that spreading gossip or rumours may expose them to a defamation action.

10. PROCEDURE FOR DEALING WITH BULLYING AND HARASSMENT:

If a member or worker believes that they has been bullied or harassed, the process to be followed is that:

- (a) The member or worker may speak to the alleged bully/harasser directly, if they feel safe to do so. This would involve the complainant ? victim? stating politely and firmly that the alleged behaviour is unwelcomed and asking for the behaviour to stop.
- (b) If direct discussion is ineffective or the member or worker complainant ? victim? does not feel safe, they must contact a board or committee member or their immediate Manager to discuss the matter, or where the allegation(s) relates to the immediate board member, committee member or their immediate Manager, the next level board member, committee member or Manager. A statement should be completed by the worker complainant ? victim? particularising the allegation(s) and this statement should be provided to the board member, committee member or their immediate Manager or next level Manager, as appropriate.
- (c) When allegations of bullying and/or harassment are made, it will be seen as a serious matter and will be investigated in a timely manner.
- (d) Where possible/ appropriate in the circumstances, the person receiving the complaint (ie the immediate board member, committee member or their immediate Manager, or the next level board member, committee member or Manager) will attempt to manage complaints of bullying and/or harassment first through a mediation process between the parties. For a member who alleges that they are being bullied by another member, the process is set out in section 12 of the constitution. If the complaint involves a worker, the mediation will be arranged by the Manager.
- (e) If mediation is inappropriate (for example, in cases of physical assault) or is unsuccessful, the board or Manager will arrange for an investigation of the bullying and/or harassment complaints by an investigator. The investigation will be conducted in accordance with the principles of natural justice. The person accused of bullying and/or harassment will be given the details of the allegation(s) in writing, and will be given an opportunity to respond to the allegation(s).
- (f) Reporting and investigation of bullying and/or harassment allegations are to be conducted in a confidential manner. Any breach of confidentiality during and following the reporting and investigation process may lead to disciplinary action up to and including summary dismissal or cessation of membership or services under section 11 of the constitution.
- (g) The parties will be advised of the outcome of the investigation upon its completion.
- (h) Where the allegation(s) of bullying and/or harassment are substantiated, action to be taken will depend upon the seriousness of the allegations. The action might include, for example:
 - Requiring a commitment from the person accused of bullying that such behaviour will not occur in future, and / or an apology
 - Mediation where appropriate
 - Counselling and / or training for the person accused of bullying, the person who suffered the bullying and / or the wider workplace
 - Disciplinary action up to and including summary dismissal or cessation of membership or services under section 11 of the constitution of the person accused of bullying.
- (i) Where the allegations of bullying and/or harassment are not substantiated, the parties will be advised of the outcome.

- (j) Should a party be unsatisfied with the outcome of the investigation, they may take further steps in accordance with the Sebastopol Bowling Clubs *Grievance Policy and Procedure*, or for a member, section 12 of the constitution.

11. DOCUMENTS REFERRED TO IN THIS POLICY:

- a) *Grievance Policy and Procedure (Employees only)*
- b) *Disciplinary Policy and Procedure (Employees only)*
- c) *Equal Opportunity Policy and Procedure*
- d) *Sexual Harassment Policy and Procedure*
- e) *Sebastopol Bowling Club Constitution*

12. REVISION OF POLICY

- (a) The Board or Manager will from time to time audit its incident reports to review the occurrence of bullying and harassment at the club and in the workplace.
- (b) This policy will be reviewed every three years. Special reviews will be undertaken where there are substantial changes in legislative provisions.