

MARRICKVILLE BOWLING AND RECREATION CLUB LIMITED
CODE OF CONDUCT AND ANTI BULLYING POLICY
APPROVED BY BOARD 19 JANUARY 2015

Being a member of the Marrickville Bowling and Recreation Club Limited entitles you to certain rights and responsibilities, as it does other members, guests, visitors and the club overall. Members of, and visitors to, the Marrickville Bowling and Recreation Club Limited are required, under this Code of Conduct and Anti Bullying Policy, to behave at all times in a way which upholds the values and good reputation of the Marrickville Bowling and Recreation Club Limited.

CLUB MEMBERS AND VISITORS HAVE A RIGHT TO:

1. Be treated equitably and with respect;
2. Participate in an environment free from all forms of harassment and discrimination;
3. Have their privacy and confidentiality treated lawfully and with respect; and
4. Submit their views to the Board of Management and any Committee of the Club provided this is done appropriately and respectfully.

CLUB MEMBERS AND VISITORS HAVE A RESPONSIBILITY TO COMPLY WITH THE CLUB'S CODE OF CONDUCT AND ANTI-BULLYING POLICY. MEMBERS AND VISITORS MUST:

1. Not physically abuse or harass others - includes punch, push, stalk etc.
2. Comply with any lawful and reasonable direction given on behalf of the Club by someone who has authority to give the direction
3. Maintain appropriate confidentiality about dealings that any person has with the Marrickville Bowling and Recreation Club Limited

CONDUCT REQUIREMENTS 1-3 ARE DESIGNATED CATEGORY A.

4. Not verbally harass others - includes argue, ridicule and threaten etc.
5. Not use offensive language or gestures
6. Comply with the rules and follow all safety requirements and practices of the Marrickville Bowling and Recreation Club Limited
7. Behave responsibly and not motivate or incite any person/s to do or feel something unpleasant or violent
8. Refrain from behaviour that could offend or embarrass others

CONDUCT REQUIREMENTS 4-8 ARE DESIGNATED CATEGORY B.

9. Treat everyone with respect and courtesy
10. Not discriminate against any person
11. Dress neatly and tidily at all times. Interpretation of the dress rules is at the discretion of the club management
12. Be responsible at all times for the behaviour of their children on club premises.

13. Use Marrickville Bowling and Recreation Club Limited resources in a proper manner
14. Not provide false or misleading information in response to a request for information that is made for official purposes in connection with the Marrickville Bowling and Recreation Club Limited
15. At all times behave in a way that upholds the good reputation of the Marrickville Bowling and Recreation Club Limited

CONDUCT REQUIREMENTS 9-15 ARE DESIGNATED CATEGORY C.

16. Not breach State and Commonwealth laws
17. Not damage, steal or misuse property belonging to, or in the possession of, the Marrickville Bowling and Recreation Club Limited
18. Not carry any offensive weapon/s
19. Not use illicit drugs

CONDUCT REQUIREMENTS 16-19 ARE DESIGNATED CATEGORY Z.

CONDUCT BREACHES – REPORTING AND RESOLUTION:

- Breaches of the Code of Conduct and Anti Bullying Policy are to be reported, as soon as possible, to the on-duty Bar Manager
- Any breach of the Code of Conduct and Anti Bullying Policy will be referred to the Board which will resolve the matter with reference to the principles of natural justice, and will, as far as possible, maintain confidentiality.
- Where and when required the Marrickville Bowling and Recreation Club Limited, through its Board of Directors, reserves the right to make decisions and enforce fair and appropriate measures to resolve a breach of the Code of Conduct and Anti Bullying Policy.
- Any reported breach of the Code of Conduct and Anti Bullying Policy will be investigated, discussed and dealt with by the Board of Directors. In reviewing individual breaches, the Board will be guided by the *Breach of Conduct Requirements – Indicative Penalties* (Attachment 1).

CODE OF CONDUCT & ANTI-BULLYING POLICY – INDICATIVE PENALTIES

Conduct Category	Recommended Penalty		Recommended Penalty (repeated misconduct within 12 month period)	
	<u>Member or Visitor</u>	<u>Director</u>	<u>Member or Visitor</u>	<u>Director</u>
Category A	Suspension 1 month up to (normally) a maximum of 12 months	Staff – Formal Disciplinary action Directors - Suspension 2 month up to (normally) a maximum of 24 months	Suspension 3 months up to (normally) a maximum of 24 months	Directors – Removal from the Board
Category B	Letter of reprimand and from 0 months up to (normally) 1 months suspension	Letter of reprimand and from 0 months up to (normally) 1 months suspension	1 month up to (normally) 3 months suspension	3 months suspension
Category C	Letter of reprimand	Letter of reprimand	Letter of reprimand Discussion with the Board	Letter of reprimand Discussion with the Board
Category Z	Any breach of State or Commonwealth law shall be referred to the appropriate law enforcement agency	Any breach of State or Commonwealth law shall be referred to the appropriate law enforcement agency	Any breach of State or Commonwealth law shall be referred to the appropriate law enforcement agency	Any breach of State or Commonwealth law shall be referred to the appropriate law enforcement agency