

Marrickville Bowling and Recreation Club Pty Ltd



Staff Bullying and Harassment Policy

Document Endorsed	Tuesday November 21, 2023
Document Review Date	

1. Purpose

The Marrickville Bowling and Recreation Club Ltd. supports the principles of fair play and integrity for all engaged with the club and promotes a safe working environment that facilitates and promotes our endeavours to have a friendly and welcoming club.

The Marrickville Bowling and Recreation Club Ltd (“the **Club**”) Employees, Board Members, Sub-Contractors, and Volunteers all play an important part in our working life. With this in mind it is important to publish a ‘Staff Bullying and Harassment Policy’ to ensure we maintain and improve our working team environment.

The Club recognises that workplace bullying may involve comments and behaviours that offend some people and not others. The Club accepts that individuals may react differently to certain comments and behaviour. That is why a minimum standard of behaviour is required of workers.

This standard aims to be respectful of all workers and providing the standards of behaviour expected of all staff, including managers and supervisors; full-time, part-time, or casual, temporary, or permanent staff; job candidates; student placements, apprentices, contractors, sub-contractors, and volunteers.

We do not accept any conduct that can be described as abuse, bullying, discrimination, harassment, or sexual harassment. Please refer to the definition section for a broader description of what these terms encompass.

It is the responsibility of all participants to observe and formally acknowledge (where applicable) their commitment to this policy. Failure to observe any part of the principles may be considered misconduct and result in disciplinary action.

The Marrickville Bowling and Recreational Club Ltd Guiding Principles

- Respect the rights, dignity and worth of others.
- Act with honesty, and integrity
- Maintain high levels of professionalism with approachability.
- Treat others in a fair, ethical, and considerate way
- Be professional and accept responsibility for your actions.
- Respect the law and act in accordance with legislation.
- To ensure the safety and welfare of all staff, board members and volunteers within the club
- Raise concerns regarding decisions or conduct of persons in positions of authority through appropriate channels and in a timely manner.
- Act fairly to resolve issues and enforce workplace behavioural standards, making sure relevant parties are heard.
- Help staff resolve complaints in a respectful and profession manner.

2. Scope

This policy applies to:

- All staff, including managers and supervisors; full-time, part-time, or casual, temporary, or permanent staff; job candidates; student placements, apprentices, contractors, sub-contractors, and volunteers.
- Board of Directors
- All aspects of employment, recruitment, and selection; conditions and benefits; training and promotion; task allocation; shifts; hours; leave arrangements; workload; equipment and transport.
- Staff treatment of other staff, of clients, and of other members of the public encountered in the course of their Marrickville Bowling and Recreation Club Ltd (the **Club**) duties.
- On-site, off-site, or after-hours work; work-related social functions; conferences – wherever and whenever staff may be as a result of their Marrickville Bowling and Recreation Club Ltd (the **Club**) duties.

3. Definitions

Abuse	Abuse means Physical Abuse, Emotional or Psychological Abuse, Sexual Abuse, and abuse of power that has caused, is causing or is likely to cause Harm to a person's wellbeing or development, whether in person directly or as the result of a publication viewable by any other person by any means.
Bullying	Bullying involves the inappropriate use of power by one or more persons or groups of persons over another less powerful person or group of persons and is generally an act that is repeated over time.
Discrimination	Discrimination occurs when someone is treated (or is proposed to be treated) unfairly or less favourably than another person in the same or similar circumstances because of one of the personal characteristics covered by antidiscrimination laws.
Harassment	Harassment is unwelcome conduct or behaviour that offends, humiliates or intimidates. Harassment may be a single act, but it is characteristically repetitive.
Sexual Harassment	Sexual Harassment means unwanted, unwelcome, or uninvited behaviour of a sexual nature and which could reasonably be anticipated to make a person feel humiliated, intimidated or offended.

4. Policy Principles

Discrimination, bullying, and sexual harassment are unacceptable at the Marrickville Bowling and Recreation Club Ltd are unlawful under the following legislation:

- *Sex Discrimination Act 1984*
- *Racial Discrimination Act 1975*
- *Disability Discrimination Act 1992*
- *Age Discrimination Act 2004*
- *Australian Human Rights Commission Act 1986*

All employees, board or directors, contractors and volunteers found to have engaged in such conduct may be counselled, warned, or disciplined. Severe or repeated breaches can lead to formal discipline up to and including dismissal.

5. Staff rights and responsibilities

All staff are entitled to:

- recruitment and selection decisions based on merit and not affected by irrelevant personal characteristics.
- work free from discrimination, bullying and sexual harassment.
- the right to raise issues or to make an enquiry or complaint in a reasonable and respectful manner without being victimised.
- reasonable flexibility in working arrangements, especially where needed to accommodate their family responsibilities, disability, religious beliefs, or culture.

All staff must:

- follow the standards of behaviour outlined in this policy.
- offer support to people who experience discrimination, bullying or sexual harassment, including providing information about how to make a complaint.
- avoid gossip and respect the confidentiality of complaint resolution procedures.
- treat everyone with dignity, courtesy, and respect.

6. Abuse

Abuse means Physical Abuse, Emotional or Psychological Abuse, Sexual Abuse, and abuse of power that has caused, is causing or is likely to cause Harm to a person's wellbeing or development, whether in person directly or as the result of a publication viewable by any other person by any means.

Examples of Abuse include, but are not limited to, Bullying, humiliation, verbal abuse and insults, Grooming, Harassment (including Sexual Harassment), Discrimination, Neglect and Sexual Exploitation, Age discrimination.

7. Discrimination

Discrimination occurs when someone is treated (or is proposed to be treated) unfairly or less favourably than another person in the same or similar circumstances because of one of the personal characteristics covered by antidiscrimination laws. This is known as direct discrimination. Indirect discrimination occurs when there is (or is proposed) an unreasonable requirement, condition or practice that seems to treat everyone equally, but which has or is likely to have the effect of disadvantaging persons with a personal characteristic covered by antidiscrimination laws.

In Australia, it is against the law to discriminate against someone because of the following (including but not limited to):

- age
- sex or gender
- gender identity
- race, colour, descent, national or ethnic origin, nationality, ethnoreligious origin, immigration
- political beliefs or activities
- religion, religious beliefs, or activities
- lawful sexual activity
- profession, trade, occupation or calling. disability, mental and physical impairment

8. Harassment

Harassment means any type of behaviour that the other person does not want and that is offensive, abusive, belittling or threatening and that is reasonably likely to cause harm to the person who is the subject of the Harassment.

The behaviour is unwelcome and of a type that a reasonable person would recognise as being unwelcome and likely to cause the recipient to feel offended, humiliated or intimidated.

Harassment includes Bullying. Unlawful Harassment includes the above but is either sexual or targets a person because of their race, gender, pregnancy, marital status, sexual orientation, or other characteristic (see characteristic list under Discrimination).

It does not matter whether the Harassment was intended: the focus is on the impact of the behaviour. As a guide, if someone finds behaviour or actions harassing, then it could be considered as Harassment.

9. Sexual Harassment

Sexual Harassment means unwanted, unwelcome, or uninvited behaviour of a sexual nature and which could reasonably be anticipated to make a person feel humiliated, intimidated, or offended.

Sexual Harassment can take many different forms and may include unwanted physical contact, verbal comments, jokes, propositions, displays of pornographic or offensive material or other behaviour that creates a hostile environment.

10. Bullying

Bullying involves the inappropriate use of power by one or more persons or groups of persons over another less powerful person or group of persons and is generally an act that is repeated over time.

Bullying has been described by researchers as taking many forms which are often interrelated and include:

- Verbal (name calling, put downs, threats).
- Physical (hitting, punching, kicking, scratching, tripping, spitting).
- Social (ignoring, excluding, ostracising, alienating); and/or
- Psychological (spreading rumours, stalking, dirty looks, hiding or damaging possessions).

Bullying may have harmed, is harming or is likely to harm or endanger a person. For the avoidance of doubt, bullying includes cyber-bullying, which can also have lasting and damaging consequences.

11. Reporting and Complaint Handling

The Marrickville Bowling and Recreation Club Ltd strongly encourages all employees, board or directors, contractors and volunteers who feel they have been the victim of any form of discrimination, harassment, sexual harassment and bullying in the workplace to immediately report it to their manager and/or the Board of Directors.

Initially and only if appropriate, employees, board or directors, contractors and volunteers should where practical, attempt to resolve the matter at a local level. The Club encourages staff to have a support person present should you feel the matter can be dealt with at a local level.

If local level resolution is unsuccessful or staff feel it is not appropriate, the matter should be reported to your manager, club management or the Board of Directors. **Any reports of discrimination, harassment, sexual harassment and bullying in the workplace will be treated confidentially by club management and the Board of Directors.**

Any formal reports received will be escalated to club management and the Board of Directors. An initial review of the matter will be conducted, considering the seriousness and complexity of the matter, to determine an appropriate response and course of action. This will involve, but not limited to, reviewing written reports, statements, and CCTV footage and/or conducting verbal interviews with the victim. It is important to note that club CCTV footage may not be available for review if the matter is not reported early.

Where it is deemed appropriate by club management or the Board of Directors following a review of the matter, offenders will be informed of any complaints received. Appropriate disciplinary action will be taken in respect of their employment. This may include mediation, written warning, suspension, demotion, or dismissal.

12. Other Avenues of Resolution

Some forms of sexual harassment may be criminal acts, such as indecent exposure, stalking, sexual assault and obscene or threatening communications (e.g. phone calls, emails and posts on social media). These matters should be referred to Police immediately.

Staff who do not feel confident to take action through the procedures outlined in this policy or feel worried that things will get worse if you report workplace discrimination, harassment, sexual harassment and bullying can seek help from the [Fair Work Ombudsman](#) or [Australian Human Rights Commission](#).

All employees, board or directors, contractors and volunteers can seek the assistance of an outside agency if they feel that their complaint has not been adequately addressed.

Remember, you have a right to feel safe at work. It is illegal for you to be disadvantaged because you have reported workplace discrimination, harassment, sexual harassment and bullying.

13. More information

If you need any more information about workplace discrimination, harassment, sexual harassment and bullying please see your manager.

14. Other Policies and Procedures

All employees, board or directors, contractors and volunteers must read this policy in conjunction with the following:

- Marrickville Bowling and Recreation Club – Constitution (as adopted 2013)
- Marrickville Bowling and Recreation Club – Code of Conduct (adopted January 2015)
- [NSW Police Crime Scene Preservation Guidelines](#)

15. Review details

This Policy was adopted by the Board of Directors and the Secretary Manger on: 21/11/2023

This Policy was endorsed by all current employees at the club on: 13/11/2023

This Policy is to be provided to all future employees to ensure they are committed to the Clubs commitment to no tolerance of Bullying and Harassment at the club during their employment.

This Policy was last updated on: