



ANTI-BULLYING and

HARASSMENT POLICY

The purpose of this document is to outline the anti-bullying and harassment policy positions and how a positive work and player culture is expected to be incorporated into Goodwood Cricket Club Inc's operational framework.

Date of issue: November 2020

Review date: November.2022

Authorised by: **Goodwood Cricket Club Inc Management Committee**

1. PRINCIPLES AND OUTCOMES

Goodwood Cricket Club Inc (“the Club”) is committed to ensuring the working and socialising environment and all staff (including contractors), player and volunteer interactions are free from bullying and harassment; supporting a culture where everyone is free to fulfil their working abilities and express work opinions in a safe environment. Discriminatory, bullying and harassing behaviour will not be tolerated and, if established to have occurred, will lead to serious disciplinary action against the responsible employee or member of the Club.

Workplace bullying and harassment is defined as *repeated and unreasonable behaviour directed towards a worker or a group of workers that creates a risk to health and safety* (Fair Work Commission). Repeated behaviour refers to the persistent nature of the behaviour and can involve a range of behaviours over time. Bullying and harassment can occur between two employees, a supervisor and employee (in either direction) and an employee and a volunteer.

Unacceptable behaviour includes behaviour that a reasonable person, having considered the circumstances, would see as unreasonable, including behaviour that is victimising, humiliating, intimidating or threatening.

Specifically, the unlawful behaviours are defined in the:

- *C’th Fair Work Act 2009* ([Click for direct reference](#)) and/or
- *Equal Opportunity Act 1984 SA* ([Click for direct reference](#)).

Sexual Harassment occurs when a person is the subject of any unwanted, unwelcome or uninvited behaviour of a sexual nature which makes a person feel humiliated, intimidated or offended. Sexual harassment may include physical contact, verbal comments, jokes, propositions, and the display of offensive material or other behaviour which creates a sexually hostile working environment.

Sexual Harassment is defined in the:

- *Sex Discrimination Act 1984 C’th* ([Click for direct reference](#)) and
- *Equal Opportunity Act 1984 SA* ([Click for direct reference](#)).

The management of the Club is committed to providing a safe and healthy workplace for all that work, volunteer or visit, our club facilities as being an organisation which is free of discrimination and values diversity by pursuing the following **outcomes**:

- creating a working environment which is free from bullying and (sexual) harassment where all members of staff and volunteers are treated with dignity, courtesy and respect
- implementing awareness raising strategies to ensure that all employees know their rights and responsibilities
- encouraging the reporting of behaviour which breaches the *Anti-Bullying and Harassment Policy*
- providing an effective process to address any complaints based on the principles of procedural fairness and providing protection from any victimisation or reprisals and
- promoting appropriate standards of staff and volunteer conduct at all times.

2. SCOPE AND AUTHORITY

While Goodwood Cricket Club Inc aims to eliminate discrimination and harassment from the operations of the Club and its activities, when it does occur there is an expectation that any issue is dealt with quickly, confidentially, impartially and effectively. The policy and processes for identifying and addressing bullying or harassment issues covers all employees, volunteers and contractors working for the Club. **In addition, to the extent possible by law, the policy and processes will be extended to training, coaching and playing cricket for the Club.**

This policy is issued under the authority of Goodwood Cricket Club Inc Management Committee. Any issues relating to the application and review of this policy should be referred to the Club Secretary or Risk Officer.

3. OPERATIONAL CONTEXT

Goodwood Cricket Club Inc positions itself in the community to provide a positive and enjoyable cricket experience for people of all ages and abilities in a fully structured, organised and resourced club environment, while developing players, people and partnerships in the community.

It is within that context the *Anti-Bullying and Harassment Policy* is implemented by all staff, both in their interactions with each other and during all aspects of the Club's operations.

The Club has defined the following examples of behaviour, whether intentional or unintentional, as being **workplace bullying or harassment** if they are *repeated, unreasonable and create a risk to health and safety*:

- abusive, insulting or offensive language or comments directed at staff
- unjustified criticism or complaints about staff, volunteers or officials
- deliberately and unreasonably excluding someone from workplace or Club activities
- withholding information that is vital for effective work or Club activities
- setting unreasonable timelines or unrealistic deadlines
- setting tasks that are unreasonably below or beyond a person's skill level
- denying access to **requisite** information, supervision, consultation or basic equipment to the detriment of the employee or volunteer
- spreading misinformation or malicious rumours and
- changing work arrangements and favouring a particular employee or volunteer.

It is important to acknowledge that the Club does not include the undertaking of reasonable management action to direct and control the way work is carried out by, or to achieve realistic deadlines for, our employees or volunteers as bullying. Specifically, it is reasonable for management committee members and supervisors to allocate work and give honest and at times challenging feedback on an employee's or volunteer's performance. In addition, selecting players based on a fair assessment of merit and contribution to the Club, is deemed reasonable even if an individual is aggrieved by such selections.

Goodwood Cricket Club Inc has also defined the following examples of behaviour, whether intentional or unintentional, as being acts of **sexual harassment** which will not be tolerated:

- uninvited touching, kissing or embraces
- touching a person's clothing in an unwanted manner, such as lifting up a skirt, flicking bra straps or putting hands in another person's pocket
- making promises or threats in return for sexual favours
- repeated or persistent invitations to go out socially after prior refusal
- persistent questions or insinuations about a person's private life
- the display of sexually graphic material including posters, pinups, cartoons, graffiti or messages left on notice boards, desks or common areas
- distributing or drawing attention to offensive e-mails messages or computer save screens
- exposing private parts of the body or sexual gestures including via social media
- staring or leering at a person, or parts of a person's body
- insults, taunts, teasing or name-calling of a sexual nature and
- unwelcome sexually explicit conversation either in the workplace or in a social setting between employees.

Sexual harassment does not include behaviour which is consensual, welcome and reciprocated, and based on mutual attraction, friendship and respect.

If workplace (bullying and harassment) behaviour involves:

- violence, for example physical or sexual assault or the threat of physical or sexual assault
- forcing a person to perform sexual acts
- repeated and highly offensive phone calls or letters or
- stalking

such behaviours must be immediately advised to the Secretary or Risk Officer and will be reported to the Police.

4. RESPONSIBILITIES

Management Committee

Management Committee is responsible for:

- the approval and review of this policy
- responding to complaints and any matters brought to his attention by staff and volunteers
- providing necessary assistance to other staff when issues arise from the interpretation or implementation of this policy
- promoting and valuing respectful behaviour and diversity within the Club
- intervening quickly and appropriately when they become aware of inappropriate (bullying or harassing) behaviour
- helping staff or volunteers to resolve complaints informally by acting fairly to resolve issues and enforcing workplace behavioural standards, making sure relevant parties are heard
- ensuring staff and volunteers who raise an issue or make a complaint are not victimised

Staff (including, volunteers and contractors) and Coaches/Captains

All staff are responsible for:

- complying with this policy and any associated processes
- developing their own awareness of the appropriate way to engage in respectful behaviour and diversity, acting in a non-bullying or harassing manner
- reporting issues that cause offence or concern to the Secretary or Risk Officer

- offering support to other staff or members of the Club who experience bullying and harassment, including providing information about how to make a complaint

5. MANAGEMENT AND RESOLUTION OF COMPLAINTS

All staff, volunteers and members of the Club have the right to be informed of the allegations of any complaint made about them and have the right to access a transparent and supportive resolution process if they chose to make a complaint.

It is expected that any concern or complaint involving staff, volunteers or Club members will be resolved with due regard to procedural fairness and in a conciliatory way.

Any disciplinary action arising from the resolution of a complaint or staff grievance is subject to the Club's disciplinary processes.

While it is expected that the Club will be able to resolve most complaints and/or concerns through its internal processes, employees and volunteers (as applicable) have the right to contact an external agency for advice or help at anytime. These agencies include:

- Equal Opportunity Commission (<http://www.eoc.sa.gov.au/>) or
- Australian Human Rights Commission (<http://www.humanrights.gov.au/>) or
- Fair Work Commission (<https://www.fwc.gov.au/>).

Anyone raising a complaint and/or concern or assisting someone else to resolve a complaint and/or concern, is protected through this policy from being victimised for their actions in good faith.

6. REVIEW

The Management Committee is responsible for initiating the review of this policy.

Appendix 1 – Updates and Amendments

Date of Operation	Sections updated or changed	Reasons/Comments
November 2020	New policy developed and approved	Management Committee will draw staff attention to new Anti-bullying and Harassment Policy personally and via email Authorised by Goodwood Cricket Club Inc Committee

Appendix 2 - Definitions

Harassment	<p>Harassment occurs when someone makes you feel intimidated, insulted, humiliated or places you in a hostile environment.</p> <p>Harassment because of a disability, such as insults or humiliating jokes, is against the law.</p> <p>Sexual harassment is any unwelcome conduct of a sexual nature. Conduct of a sexual nature that makes you feel offended, humiliated or intimidated, may be sexual harassment.</p> <p>Some examples of behaviour that may be sexual harassment include:</p> <ul style="list-style-type: none"> • Sexually suggestive comments or jokes • Intrusive questions about your private life or physical appearance • Inappropriate staring or leering • Unwelcome hugging, kissing or cornering or other types of inappropriate physical contact • Sexually explicit text messages, images, phone calls or emails 	<p>Disability Discrimination Act 1992</p> <p>https://www.humanrights.gov.au/sites/default/files/document/publication/EWSH_Factsheet_2014_Web.pdf</p> <p>Sex Discrimination Act 1984</p>
Bullying and harassment	<p>Bullying and harassment are human rights issues that profoundly affect the lives of many people in Australia.</p> <p>We all have a right to feel safe and respected and to live our lives free from violence. Violence, harassment and bullying can violate these rights. They can also impact on other rights, such as the right to education and the right to health. Violence, harassment and bullying affect well-being and quality of life.</p> <p>Bullying may also be discrimination if it is because of your age, sex, pregnancy, race, disability, sexual orientation, religion or certain other reasons. Sexual harassment and racial hatred are also against the law.</p> <p>Bullying can also take place in cyberspace: over the internet and on mobile phones. New technologies enable the spread of information, ideas and images to large numbers of people very quickly.</p>	<p>Australian Human Rights Commission page</p> <p>Safe Work Australia Guide For Preventing and Responding to Workplace Bullying</p> <p>Fair Work Act</p>