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| Williamstown CYMS CC – Anti-Harassment / Bullying Policy | | Approval Date: |  |
| Review Date: |  |
| Version No: | 1.0 |
| **President:** | Sign: | Name: Leigh Hillier | |
| **Vice-President:** | Sign: | Name: Allan Joseland | |

PURPOSE

To ensure that all Committee Members, players, coaches, officials, volunteers and spectators associated with Williamstown CYMS Cricket Club (“the Club”) enjoy an environment free from harassment of any kind including sexual harassment.

POLICY

Harassment of any kind is not acceptable at our Club and complaints related to behaviour of this nature (see definition) will be treated as serious and will be dealt with promptly, confidentially and impartially by the Committee. No person who lodges a complaint with respect to harassment will be disadvantaged because they have made the complaint.

**DEFINITION**

**Sexual harassment** is against the law under the Equal Opportunity Act 2010.

Sexual harassment is unwelcome sexual behaviour, which could be expected to make a person feel offended, humiliated or intimidated. Sexual harassment can be physical, verbal or written. It can include:

* comments about a person’s private life or the way they look
* sexually suggestive behaviour, such as leering or staring
* brushing up against someone, touching, fondling or hugging
* sexually suggestive comments or jokes
* displaying offensive screen savers, photos, calendars or objects
* repeated requests to go out
* requests for sex
* sexually explicit emails, text messages or posts on social networking sites.
* sexual assault.
* Sexual harassment is not consensual interaction, flirtation or friendship. Sexual harassment is not behaviour that is mutually agreed upon.

A single incident is enough to constitute sexual harassment – it doesn’t have to be repeated.

Some types of sexual harassment may also be offences under criminal law. These include indecent exposure, stalking, sexual assault and obscene or threatening communications, such as phone calls, letters, emails, text messages and posts on social networking sites.

**What is bullying?**

A person is bullied if:

a person or group of people repeatedly act unreasonably towards them or a group the behaviour creates a risk to health and safety.

Unreasonable behaviour includes victimising, humiliating, intimidating or threatening. Whether a behaviour is unreasonable can depend on whether a reasonable person might see the behaviour as unreasonable in the circumstances.

Examples of bullying include:

* behaving aggressively
* teasing or practical jokes
* pressuring someone to behave inappropriately
* excluding someone from work-related events or
* unreasonable work demands.

**What isn't bullying?**

Reasonable management action that's carried out in a reasonable way is not bullying.

The Committee can:

* make decisions about poor performance
* take disciplinary action
* direct and control the way work is carried out.

**PROCEDURES**

* Complaints relating to harassment should be dealt with as most serious and may require the involvement of an independent mediator, or the police in the case of a criminal offence

* Internally, formal complaints should be received by the President (unless the complaint directly concerns the President)
* On receiving a complaint the President will decide whether
* they are the most appropriate person/s to receive and handle the complaint;
* the nature and seriousness of the complaint warrants a formal resolution procedure;
* to appoint a person to **investigate** (gather more information on) the complaint;
* to refer the complaint to mediation;
* to refer the matter to the police or other appropriate authority; and/or
* to implement any interim arrangements that will apply until the complaint process set out in these Procedures is completed.
* Regardless of the process adopted, it will be based on the principles of natural justice where:
* Both the complainant and the respondent must know the full details of what is being said against them and have the opportunity to respond
* Decision maker(s) must be unbiased, fair and just
* Penalties imposed must be fair