

Bullying Policy

Purpose and Scope

GGREC Inc. is committed to ensuring that all members enjoy their hobby in an environment where people are treated with mutual respect. It is important for a productive and harmonious club that members are aware of the impact of their behaviours on others.

Bullying in the Club is inappropriate as is unreasonable behaviour. Members found to have either committed or condoned such behaviour in the club may have their membership terminated by the committee (see incorporation rules).

Policy

GGREC Inc. will not tolerate bullying under any circumstances and will:

- Promote appropriate standards of behaviour at all times.
- Treat complaints of bullying in a sensitive, fair, timely and confidential manner (see incorporation rules).

What is bullying?

Bullying is repeated unreasonable behaviour directed towards a member or group of members that creates a risk to health and safety.

Bullying may also amount to unlawful discrimination.

What are examples of bullying?

- Demeaning language or verbal abuse.
- Threats, physical or verbal intimidation.
- Outbursts of anger or aggression.
- Excluding or isolating members.
- “Ganging up” on a member.
- Psychological harassment or intimidation.

The above list is not exhaustive. Other types of behaviour may also constitute bullying.

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What isn't bullying?

- Setting behavioural goals, standards.
- Deciding not to select a member for club roles.
- Informing a member about inappropriate behaviour.
- Constructive feedback.
- Requesting information from a member or group of members regarding incidents, injury.
- Refusing to publish articles or letters that do not comply with the GGREC editorial policy.
- When the Committee refuses to act in a way that is not in the best interest of the Club
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Responsibilities

All members have a legal responsibility to care for their own health and safety and that of co-members, and therefore must not engage in acts which constitute bullying behaviour. In addition, members are required to follow instructions given by their elected committee or event officials relating to the prevention of injuries and illnesses. This applies to measures to prevent bullying which includes monitoring activities to ensure acceptable standards of conduct are observed at all times.

Therefore, all members are responsible for promoting this policy by ensuring:

- You treat other members with respect and courtesy.
- Comply with the GGREC Policies, Guidelines & Club incorporation rules.
- Incidences of bullying are reported to the Committee.
- You fully participate in any investigation into an incident of bullying, and maintain confidentiality.

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Procedure

What can I do if I believe I am being bullied?

Members may deal with bullying either by resolving the issues themselves by discussing the problem with the person involved, or by seeking assistance from the Committee.

It is important that you do not ignore circumstances where you feel you are being bullied, thinking it will go away. Ignoring the behaviour could be wrongly interpreted as approval by the person causing the bullying.

Below is a summary of the steps that can be taken to address individual concerns and who to contact:

- If you can, try to resolve the problem yourself with the person(s) involved as soon as possible. You may find that they didn't mean to do what they did.
- If you're unsure of how to handle the problem yourself, or you just want to talk about the problem with someone and get more information about what you can do, talk to your Committee.
- The **President** will be advised of the bullying complaint.

If you do make a complaint about bullying, you are responsible for ensuring that you:

- Make the complaint honestly and in good faith.
- Provide all the facts relevant to the complaint.
- Co-operate with the investigation and resolution processes.

GGREC Inc. may not assist you to deal with a complaint of bullying where:

- The complaint has been satisfactorily dealt with or resolved previously (unless another bullying incident has occurred since).
- The complaint is made anonymously without sufficient detail being provided so as to allow investigation or resolution of the matter.
- The complaint is frivolous, vexatious or malicious, for example where false or misleading information is provided, relevant information is withheld, facts are distorted or there is no demonstrated commitment to resolution..
- The complaint does not constitute bullying as defined by the policy.

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If you observe an incident in which another member or guest is being bullied, bring it to the attention of your Committee.

If a complaint of bullying has been made about you, you are responsible for ensuring that you:

- Cooperate with the investigation and resolution processes.
- Provide a written or verbal response to the complaint which has been made.
- Provide all relevant facts to the committee.

Confidentiality

Anyone involved in a complaint of bullying, or its investigation, must ensure that the circumstances and facts of the complaint are disclosed only to those people who are directly involved in progressing its investigation and resolution, or have a 'need to know'. In particular, it is important that members who either make a complaint, or may be witnesses to the circumstances giving rise to the complaint, do not discuss the matter outside the investigation and resolution processes.

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Committee responsibility

If a member or guest brings an allegation of bullying to your attention

DO

- Behave consistently with the GGREC Bullying Policy.
- Resolve the complaint as quickly as possible.
- Be sympathetic, sensitive and serious; the complaint is obviously serious to the person making it.
- Enquire into the matter and attempt to resolve it as soon as possible.
- Take preventative measures in the club (e.g. member's education).

DO NOT

- Ignore the complaint.
- Tell the member making the complaint to sort it out themselves.
- Make a judgement about whether the complaint is true or not.
- Say that the member should put up with the bullying.
- Talk to anyone about the issue except those involved in the investigation and resolution of the complaint.
- Prejudge the merits of the complaint.

Committee Action Steps

1. Notify the **President** immediately.
2. Document the complaint.
3. In discussion with the **President** or their designate, determine who should investigate, and if possible, mediate the complaint.

Further Information

- Sex Discrimination Act.
- Race Discrimination Act.
- Disability Discrimination Act.
- Equal Opportunity for Women in the Workforce Act.
- Human Rights and Equal opportunity Commission Act.
- Workplace Relations Act.
- Crimes Act.
- Fair Work Act.