

P05 BULLYING AND HARASSMENT POLICY



Leongatha Community House is committed to creating an environment where everyone is treated with respect. It is important that everyone in our community is aware how their behaviour affects others.

Definitions

Bullying is unreasonable and abusive

behaviour towards another person or group

Harassment is behaviour that is intended to apply pressure or intimidate another person or group

Related Documents

P011 Complaint Handling Procedure

P051 Bullying and Harassment Prevention Strategy

P06 Access and Equity Policy

P14 Staff Management Policy

This policy was adopted by the Committee of Governance at the meeting on 17 June 2024. It should be reviewed by June 2029.

RIGHTS & RESPONSIBILITIES

All members of our community are entitled to:

- participate free from discrimination, bullying and all forms of harassment
- raise issues or make inquiries or complaints in a reasonable and respectful manner.

All members of our community must:

- follow the standards of behaviour outlined in this policy
- offer support to people who experience bullying or harassment
- respect the confidentiality of complaints
- treat everyone with dignity, courtesy and respect.

Committee members and coordinators must also:

- intervene quickly and appropriately when they become aware of inappropriate behaviour
- act fairly to resolve issues and enforce standards of behaviour
- ensure staff who raise an issue or make a complaint are not victimised
- ensure the organisation acts in compliance with the relevant legislation, especially:
 - Sex Discrimination Act 1984
 - Racial Discrimination Act 1975
 - Disability Discrimination Act 1992
 - Age Discrimination Act 2004

UNREASONABLE BEHAVIOURS

Unreasonable behaviours include any attempt to intimidate, threaten, humiliate or victimise another person. All members of our community should avoid:

- abusive, insulting or obscene comments
- unjustified criticism or complaints
- deliberately excluding someone from activities
- withholding information that is relevant or important
- setting unreasonable timeframes
- spreading misinformation or malicious rumours
- inflicting pain
- inappropriate jokes, teasing, nicknames or pictures

SEXUAL HARASSMENT

Sexual Harassment is a specific form of harassment with specific legislative expectations. All members of our community should avoid:

- Comments or questions about another's private life or the way they look
- Sexually suggestive behaviour, jokes or messages
- Brushing up against another person
- Inappropriate advances, whether in person, via messages or social media
- Sexually explicit materials in community contexts
- Any action that may be an offence such as indecent exposure, sexual assault, stalking, etc.