



Albany Creek Excelsior ACE FC

Club Policy on Discrimination, Harassment and Bullying

Policy Statement

ACE FC is committed to providing a harmonious environment free of intimidation, threat and humiliation, where all members are treated with respect and courtesy. The Club expects all members to co-operate in maintaining this environment. The Club's policy will be one of zero tolerance and it gives the assurance that any member found, after appropriate investigation to have harassed, bullied or committed a discriminatory act will be subject to disciplinary action, dependent on the circumstances. This may include suspension or termination of membership.

SECTION ONE – DEFINITIONS

General Harassment

The types of general harassment include but are not limited to:

- Derogatory comments about a persons' appearance, gender, assumed sexual preference, disability or race;
- Unwelcome remarks, jokes, innuendoes or taunting about topics such as a persons' body attire, marital status, ethnic or national origin, sexuality, physical or mental capacity;
- Displaying sexually suggestive, racist or other derogatory material;
- Practical jokes which may cause awkwardness or embarrassment;
- Leering or other gestures for which the recipient may deem as offensive;
- Continual taunts or remarks in an un-constructive, abrupt or aggressive manner
- Isolation, segregation or humiliation of an individual or group.

Sexual Harassment

Club Statement

ACE FC considers sexual harassment to be an unacceptable form of behaviour, which will not be tolerated under any circumstances. All people have the common right to mix in an environment free of sexual harassment and this Club is committed to its prevention and elimination. It is the responsibility of all members to ensure they respect the rights of their fellow members in this regard.

All reports of sexual harassment will be treated seriously and sympathetically and will be acted upon quickly and impartially by the responsible officer.

What is Sexual Harassment?

Sexual harassment is any uninvited or unwelcome behaviour which involves verbal, written, pictorial or physical affront against a person. The effect of such harassment is to offend, humiliate or intimidate another person.

Sexual harassment is NOT mutual attraction between people – such friendships (sexual or otherwise) are a private concern to those involved. Sexual harassment covers a range of unwelcome, unsolicited and non-reciprocated behaviour which constitutes deliberate or unintentional verbal or physical contact of a sexual nature. It includes the following actions:

- Comments, jokes or gestures of a sexual nature;
- Unnecessary physical contact such as “groping”, touching, patting, pinching or punching;
- Demands or requests for sexual favours or use of suggestive propositions regarding sexual favours;
- Sex based insults, taunts, teasing or name calling;
- Offensive communications such as phone calls, letters or e-mail messages;
- Displays of offensive material such as posters, books and computer screen savers;
- Continual leering or unnecessary familiarity;
- Unwelcome comments or questions about a persons sex life or habits;
- Indecent exposure, sexual assault or rape;
- Stalking as defined by the Criminal Code.

It is important for all employees to understand that behaviour or comments which may not offend one person may well be highly offensive or unwelcome by another person.

It is possible for a person to be sexually harassed by his or her supervisor or manager, a co-worker, contractor, service provider, supplier or customer. Sexual harassment is not just unlawful during work hours or in the workplace itself. Such behaviour is prohibited in any work context, including conferences, work functions, business or field trips and Christmas parties.

SECTION TWO – COMPLAINT PROCEDURE

ACE FC would like to assure all members that complaints will be:

1. Treated seriously and sympathetically;
2. Attended to without delay;
3. Investigated impartially, irrespective of the status of the parties involved.

Any complaint of harassment, discrimination or bullying is a serious matter for all those involved. Any member who makes such a complaint against another, without reasonable grounds, may be subject to disciplinary action themselves.

MEMBER RESPONSIBILITY

A member who experiences harassment, discrimination or bullying in the club environment has a primary responsibility to do something about the problem. If a member does experience an act of harassment they should:

- Tell the offender to stop the intimidating behaviour immediately and point out to the harasser that their behaviour is offensive and that you will not tolerate it. Some people are unaware that their behaviour is inappropriate. Telling the person as soon as possible will give them a chance to stop the offensive action or change their behaviour towards you. It is advisable, if possible, to have another person present during this discussion.
- Keep a written record of the incident either by making a diary entry or, if you don't possess a diary, write some notes on a sheet of paper at home that evening. Be sure to record the date, time, place, harasser's name, name of any witnesses present and the nature of the harassment. Also include the result of your warning to stop the behaviour.

Informal Complaint Procedure:

- If the behaviour continues, go to your Manager and inform the Manager about the harassment. The Manager must then pass on the complaint to the office.
- If the victim does not wish to raise the matter with their Manager or if the Manager is in fact the harasser, they may raise the matter with another member of the Management team of ACE FC.

- *Formal Complaint Procedure:*

- Complaints become formal when a member lodges a formal complaint, either verbally or in writing, with his or her Manager or if they prefer, another ACE FC Management team member.
- The Club is to conciliate the complaint, by working with both parties, toward the ultimate aim of achieving a resolution to the benefit of all concerned.
- If conciliation is not successful and the complainant wishes to proceed further with the matter, the Management Committee of ACE FC will mediate..

CLUB'S RESPONSIBILITY

It is the duty of the club to treat any complaint seriously and investigate the incident quickly, thoroughly and in a confidential manner. Investigations will pay due respect to the rights of both the complainant and the alleged harasser.

When investigating a complaint the club will:

- Clarify details of what took place and ensure all relevant information or evidence is obtained;
- Help clarify whether the behaviour actually consisted harassment, victimisation or bullying;
- Interview both parties concerned with the harassment issue;
- Interview any other staff or clients who may assist resolve the complaint;
- Identify the outcome the complainant is seeking;
- Attempt to resolve the matter with the parties involved.

SECTION 3 - RESOLVING THE COMPLAINT

Complaint Substantiated

If the complaint is substantiated the club will:

- Talk with the harasser and make them aware of how their action was offensive and how the complainant has a right to work in a harassment free environment
- Seek agreement that the behaviour will not occur again;
- Gain assurance that there will be no reprisals or victimization against the complainant;
- Ensure any member who is determined after an investigation to have engaged in harassment, reprisal or victimization in violation of this policy and relevant state and federal laws will be subject to appropriate disciplinary action such as:
 - Closer supervision
 - Verbal warning and counselling on misconduct
 - Written warning and counselling on misconduct
 - Termination of membership
- The complainant will be interviewed and the situation reviewed within 4 weeks after the resolution of the matter, to ensure the behaviour has in fact stopped and that there are no reprisals

Complaint Not Substantiated

- If the complaint is not substantiated the club must inform the complainant as to the reasons why the complaint has not been substantiated
- Full documentation and the procedures taken in regard to the complaint should be kept on file

Complaint Resolved

- The complaint has been substantiated and the complainant is satisfied by the outcome. The alleged offensive behaviour has ceased and victimization as a result of making the complaint is not occurring
- The complainant will be interviewed and the situation reviewed within 3-4 weeks, to ensure no recurrence

Complaint Not Resolved

- If the process of investigation and substantiation of the complaint are not successful in resolving the complaint, the complaint will be forwarded to the Management Committee to determine the next step to be taken.
- The complainant may be informed that the Club has exhausted its processes in relation to the complaint but will continue to monitor the behaviour of the complainant and the alleged harasser to ensure that the decision reached was correct.
- If the complainant decides to take the matter to an external source, ACE FC will make every effort to assist with any enquiry with the purpose of resolving the matter to the satisfaction of all parties.

VICTIMISATION WARNING

ACE FC would like to make all members aware that it is an offence to victimise, retaliate or ostracise the Complainant, the Accused or any person assisting in an investigation of harassment. These people must be allowed to go about their normal routine at the club in a totally uninhibited manner. Any substantiated case of victimisation will render the perpetrator subject to disciplinary action.

SECTION FOUR – MEMBER ACKNOWLEDGMENT

I have read and understand the above policy. I agree to comply with the terms of this Discrimination, Harassment and Bullying policy.

SIGNED:.....

NAME:.....

DATE:.....