



PINE RIVERS UNITED SPORTS CLUB INC.

1. Value Policies and Procedures

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Policies and Procedures Policy

Policy Number: 001

Drafted By: *Margaret Turnbull*

Responsible Person:

Version: 001/2016

Approved by Executive on:

Scheduled Review Date:

Introduction

Pine Rivers United Sports Club Inc. (the organisation) needs a clear process for creating, passing, and implementing policy. Policy documents should be based on a uniform template, and policy documents should be gathered together as a policy manual.

Purpose

The purpose of this policy is to:

- lay down a template for all policies and procedures;
- outline a standard procedure for policies and procedures to be taken from their first drafts through to implementation; and to
- illustrate a typical usage of the template.

Policy

Fundamental decisions as to the aims, goals and mission of the organisation must be approved by the membership at a general meeting.

Policies, which are designed to serve the organisation's mission by ensuring that day-to-day decisions are informed by deliberation and consultation, must be approved by the Executive Committee. The Executive Committee may delegate to the President responsibility for designing procedures to put those policies into effect.

Policies, which lay down broad principles, should be differentiated from procedures, which provide mechanisms appropriate to particular circumstances.

Authorisation

Signature of Executive Assistant

Date of Approval by the Executive Committee _____

Policy and Procedures Procedure

Procedures Number: 001

Drafted By: *Margaret Turnbull*

Responsible Person:

Version: 001/2016

Approved by Executive on:

Scheduled Review Date:

Responsibilities

The Executive Committee shall nominate a Policy Officer to be responsible for ensuring that proper procedures for the development, consultation, acceptance, recording, and implementation of every policy are designed and adhered to.

Procedures

The Executive Committee, Management Committee, a sub-committee, or a general meeting will identify the need for a policy document, or for the revision of an existing policy document, and the Executive Committee will then identify an author or authors.

The author/s will consult with interested members, relevant staff, and persons knowledgeable in the area. Consultation may take the form of casual conversations, formal meetings, policy development workshops, email forums, etc.

The draft policy should be circulated to interested parties and relevant stakeholders for comment.

The author/s will consider any feedback received and will create a final draft for presentation to the Executive Committee. This should be accompanied with notes on any feedback that was unable to be incorporated, to allow consideration of other issues raised but not included.

The Executive Committee will accept the policy, defer it, reject it, return it to the authors for amendment, or assign revision to other authors.

Following acceptance by the Executive Committee the policy shall be added to the Policy Manual as Version 1. All subsequent revisions shall be numbered accordingly (e.g. Version 2, Version 3, etc).

Policy and Procedure Format

All policy documents will adhere to a standard policy template (which this document is based on), and so will have the same “look and feel” as this document.

The format of the policy template will include the following headings:

Heading	Definition
Policy Number	Each policy document has a unique number, starting at 001. This is referred to in the contents page of the policy manual.
Policy Name	A few unique words that describe the general subject matter of the policy.
Version Number	When a policy is being drafted, its Version Number is “000”. Once passed at a GM, it becomes version “001”. Following scheduled or other revisions, this number increases by one.
Drafted By	The person, group of people, subcommittee, etc., that drafted the policy. These people may be contacted prior to any future changes being made, or regarding any confusion around the original intent of the policy.
Passed by the Executive on:	This is the date that the Executive Committee approved the policy.
Responsible Person:	Person or position responsible for day-to-day implementation of policy.

Scheduled review date:	The date set by the Executive Committee for review of the policy. If left blank or “n/a”, the policy will be reviewed two years from the date of approval, or whenever the Executive Committee determines that a need has arisen. Reviews must follow the same development procedure as new policy proposals.
Introduction	Background information on why this policy exists.
Purpose	What this policy seeks to achieve.
Policy	The actual content of the policy; the details of the position held by the organisation on the topic. A policy document may include several sub-headings under this topic, depending on the complexity of the policy matter.
Responsibilities	Identifies who is responsible for adhering to, implementing, and monitoring relevant aspects of the policy or procedure.
Procedures	Outlines how the policy is implemented on a day-to-day basis.
Related Documents	Identifies any other documents that are relevant or important to the policy. While all written material within the organisation is related in one way or another, there will often be particular documents that should be read in conjunction with the policy. Examples may include other policies, Acts of Parliament (or sections of relevant text), the organisation’s constitution (or sections of relevant text), etc. Not all policy documents will have Related Documents.
Authorisation	Certifies that the policy has been through all necessary procedures and is now in force.

Time allocation

In the development of a policy document, sufficient time must be given for

- consultation with all appropriate persons and bodies
- full deliberation by the Executive Committee.

Related Documents

- All Policies

Authorisation

Signature of President

Name of President

Date

VALUE POLICIES AND PROCEDURES

Code Of Conduct

Pine Rivers United Sports Club Inc. has adopted a Code of Conduct that covers all Members, Administrators, Parents, Coaches, Officials, and Players. If individuals have a grievance, they should choose an appropriate time and make every reasonable effort to sort out the issue privately. This is best to be done as diplomatically as possible. If this is not successful individuals are entitled to put the grievance in writing to the committee for consideration. The committee will determine whether to deal with the matter or involve appropriate authorities. Grievance/Incident Report Form available at www.pineriversunited.org.au. The Pine Rivers United Sports Club Inc. Executive/Management Committee's decision on any Grievance issues will be final.

All Persons involved with Pine Rivers United Sports Club Inc. will:

Adhere to this Code of Conduct Where appropriate, reiterate and enforce this Code of Conduct to those associated with them.

Coaches should make this Code available to parents and players.

- Respect the rights, dignity and worth of all people involved in the game, regardless of their gender, ability or cultural background.
- Refrain from any form of sexual harassment and not use inappropriate language.
- Refrain from any behaviour, which may contravene the Child Protection Policy.
- Not contravene any of the rules and regulations imposed by Pine Rivers United Sports Club Inc., specifically but not limited to the law regarding alcohol consumption.
- Be focussed on what is best for player development rather than on winning and achieving awards.
- Aim to provide quality coaching and management aligned with FFA and PRNA directions.
- Play within the FFA, FFQ, FBI and NA, QNA, PRNA rules/guidelines and respect officials and coaches decisions.
- Condemn unsporting behaviour and will not verbally abuse officials.
- Cyber Bullying of any kind towards players, coaches, parents or Pine Rivers United Sports Club Inc. Staff will not be tolerated under any circumstances.
- Abide by other Pine Rivers United Sports Club Inc. policies such as but not limited to AGE Player Policy, Grading Policy, Fees Refund Policy, Player Behaviour Policy, Parent Behaviour Policy, Coach Behaviour Policy, Club Official Behaviour Policy and Spectator Behaviour Policy.
- Agree and accept that Parents are the prime carers of their Junior Players at Pine Rivers United Sports Club Inc. In the event of injury, coaches, managers and club representatives are not able to provide medical assistance to junior players; therefore, parents are to remain present at all training sessions and junior games. If Parents are not present then they accept any and all on the spot decisions made by Coaches, Managers, Club Representatives and/or Pine Rivers United Sports Club Inc. Committee at Training and/or Games.

The Pine Rivers United Sports Club Inc. Management Committee reserves the right to impose sanctions on those found to have contravened this Code of Conduct. The sanctions will range from written warnings to cancellation of membership of the club. The committee may refer certain issues to more appropriate authorities.



PINE RIVERS UNITED SPORTS CLUB Inc.

Grievance/Incident Report

Surname _____

First name _____

Club _____

Residential Address _____

Phone (home) _____

Phone (work) _____

Mobile number _____

Date of this report _____

Incident details: (circle type of incident)

- a. Breach of club Code of Conduct (see website)
- b. Safety/facility breach
- c. Malicious damage
- d. Property/equipment damage
- e. Theft
- f. Other

Describe your specific Grievance and/or Give brief overview of incident:

Location/venue _____

Time and date _____

Other relevant Details:

Identify specific breach of club Code of Conduct:

State how you have tried to resolve this issue:

Signed _____

Date _____

Please return completed form to The Secretary, Pine Rivers United Sports Club Inc. PO Box 268, Strathpine, 4500 or by email to secretary@pineriversunited.org.au

Confidentiality Policy

Policy Number: 002
Drafted By: *Margaret Turnbull*
Responsible Person:

Version: 001/2016
Approved by Executive Committee on:
Scheduled Review Date:

Introduction

Information management systems rely on any necessary restrictions on the free circulation of information being respected by those into whose hands the information is entrusted.

Purpose

The purpose of this document is to provide a framework for Pine Rivers United Sports Club Inc. in dealing with confidentiality considerations.

Policy

Pine Rivers United Sports Club Inc. collects and administers a range of information for a variety of purposes. Some of this information is restricted in its circulation for commercial, privacy, or ethical reasons. Pine Rivers United Sports Club Inc. will place the minimum of restrictions on the information it holds, but will ensure that such restrictions as are considered necessary are observed by its staff and volunteers.

Authorisation

Signature of Executive Assistant

Date of Approval by the Executive Committee _____

Confidentiality Procedures

Procedures Number: 002
Drafted By: *Margaret Turnbull*
Responsible Person:

Version: 001/2016
Approved by Executive on:
Scheduled Review Date:

Responsibilities

Pine Rivers United Sports Club Inc. President is responsible for the implementation of this policy.
Pine Rivers United Sports Club Inc. President is responsible for reviewing this policy as and when the need arises.
All employees, volunteers and club members are responsible for observing confidentiality procedures.

Processes

The records management processes of the organisation shall incorporate procedures for designating information confidential

Restriction

Pine Rivers United Sports Club Inc. will place restrictions on the information it holds when the information:

- is commercial in confidence;
- concerns the privacy of its staff, volunteers, clients or customers;
- requires protection to safeguard the intellectual property of the organization.

Staff and volunteers dealing with restricted material will be instructed in the recognition of material falling under these headings.

Identification

Any information on which restrictions have been placed shall be as far as possible clearly identified on the document or file. Where categories of information, rather than individual documents, are restricted this restriction will be conveyed to staff and volunteers dealing with this information.

Protection

Staff of the organisation, and volunteers dealing with restricted information, shall be required to sign a confidentiality agreement

Training

All staff will be instructed in the requirements of this policy.

Related Documents

- Privacy Policy
- Records Management Policy

Authorisation

Signature of President

Name of President

Date

Environmental Sustainability Policy

Policy Number: 003

Drafted By: *Margaret Turnbull*

Responsible Person:

Version: 001/2016

Approved by Executive Committee on:

Scheduled Review Date:

Introduction

The earth's environment is under severe stress from uncontrolled human activity, threatening the survival of our society and the performance of Pine Rivers United Sports Club's mission.

Pine Rivers United Sports Club Inc. accepts that it must work to preserve the environmental sustainability of the planet, at all levels of its operations – in its own practice, as a participant in a community of practice, and as a participant in the Australian social discourse.

Pine Rivers United Sports Club Inc. aspires to minimise its impact on our environment and maximise the effective use of resources. We strive to achieve this by increasing communication and awareness of our efforts in accordance with this policy and fostering responsible environmental behaviour amongst staff, volunteers, and users at all levels.

Pine Rivers United Sports Club Inc. is committed not only to complying with applicable law in all of its operations but to minimise risks and impacts through the development of robust and documented systems to implement, measure, monitor, and disseminate excellent environmental performance both within its operations and to the broader community.

Purpose

This Environmental Sustainability Policy aims to integrate a philosophy of sustainable development into all the organisation's activities and to establish and promote sound environmental practice in our operations.

Policy

Pine Rivers United Sports Club Inc. commits itself to minimising its impact on our environment through

- Providing a safe and healthful workplace and playing environment;
- Having an environmentally sustainable aware culture, where responsibility is assigned and understood;
- Being an environmentally responsible neighbour in our community;
- Conserving natural resources by reusing and recycling;
- Using, in our own operations, processes that do not adversely affect the environment;
- Ensuring the responsible use of energy throughout the organisation;
- Participating in efforts to improve environmental protection and understanding;
- Taking steps to improve environmental performance continually;
- Conducting rigorous audits, evaluations, and self-assessments of the implementation of this policy;
- Working with suppliers who promote sound environmental practices; and
- Enhancing awareness among our employees, members, volunteers, and users – educating and motivating them to act in an environmentally responsible manner.

Authorisation

Signature of Executive Assistant

Date of Approval by the Executive Committee _____

Procedures Number: 003

Drafted By: *Margaret Turnbull*

Responsible Person:

Version: 001/2016

Approved by Executive on:

Scheduled Review Date:

Environmental Sustainability Procedures

Responsibilities

It shall be the responsibility of the Board to establish and maintain policies and procedures and to bring these procedures into effect.

It shall be the responsibility of the CEO to ensure implementation of these policies and procedures.

Procedures

1. Pine Rivers United Sports Club Inc. will develop guidelines for staff, members, volunteers and users to adopt sound environmental work practices, and adequate training will be provided to ensure these practices are carried out.
2. Pine Rivers United Sports Club Inc. will act responsibly to correct incidents or conditions that endanger health, safety, or the environment. It will promptly report any such incidents to the relevant authorities, and inform affected parties as appropriate.
3. Pine Rivers United Sports Club Inc. will, use reasonable endeavours to, reuse and recycle materials, purchase recycled materials, and use recyclable packaging and other materials.
4. Pine Rivers United Sports Club Inc. will use all reasonable endeavours to ensure that its services and products are safe, efficient in their use of energy, protective of the environment, and able to be reused, recycled or disposed of safely.
5. Pine Rivers United Sports Club Inc. will use all reasonable endeavours to minimise materials and energy use, prevent air, water, and other pollution, and dispose of waste safely and responsibly.
6. Pine Rivers United Sports Club Inc. will use all reasonable endeavours to conserve energy by improving energy efficiency and giving preference to renewable over non-renewable energy sources when feasible.
7. Pine Rivers United Sports Club Inc. will use reasonable endeavours to utilise its particular knowledge and experience to contribute to environmentally sustainable techniques, technology, knowledge and methods.
8. Pine Rivers United Sports Club Inc. will use all reasonable endeavours to contribute to the maintenance and increase of biodiversity through its management of its landholdings.
9. Pine Rivers United Sports Club Inc. will use all reasonable endeavours to meet or exceed all applicable government requirements and voluntary requirements generally observed in its field, and will, in addition, adhere to the more stringent requirements of its own environmental policy.
10. In order to continually improve its environmental management system Pine Rivers United Sports Club Inc. will use reasonable endeavours to conduct audits and self-assessments of its compliance with this policy.
11. Pine Rivers United Sports Club Inc. will maintain an open and honest dialogue with staff, members, volunteers, stakeholders, and the public about the environmental, health and safety performance of its operations and services.
12. Pine Rivers United Sports Club Inc. will use reasonable endeavours to ensure that every employee, member, volunteer and contractor is informed of and expected to follow this policy and to report any environmental, health, or safety concern to management so that prompt action may be taken.

Related Documents

- Purchasing Policy

Authorisation

Signature of President

Name of President

Date

Anti-Discrimination Policy

Policy Number: 004

Drafted By: *Margaret Turnbull*

Responsible Person:

Version: 001/2016

Approved by Executive Committee on:

Scheduled Review Date:

Introduction

Pine Rivers United Sports Club Inc. endorses diversity, supports equal rights, and does not advocate, support or practice discrimination based on race, religion, age, national origin, language, sex, sexual orientation, or mental or physical handicap, whether covered by applicable legislation or not, except where affirmative action may be required to redress individual or social handicaps of people from disadvantaged groups.

Purpose

This document sets out

- Pine Rivers United Sports Club’s policy against such discrimination
- The governance structures, responsibilities and processes that have been established to give effect to that policy.

Policy

Pine Rivers United Sports Club Inc. does not advocate, support or practice discrimination based on race, religion, age, national origin, language, sex, sexual orientation, or mental or physical handicap or any other personal attribute protected by law, except where affirmative action may be required to redress individual or social handicaps. Pine Rivers United Sports Club Inc. will make all reasonable accommodations to allow people who experience difficulties in their dealings with the organisation to benefit equally from its work.

Authorisation

Signature of Executive Assistant

Date of Approval by the Executive Committee _____

Anti-Discrimination Procedures

Procedures Number: 004	Version: 001/2016
Drafted By: <i>Margaret Turnbull</i>	Approved by Executive on:
Responsible Person:	Scheduled Review Date:

Responsibilities

1. The Executive Committee will:

- Regularly review the leadership and commitment given to eliminating discrimination through active promotion of the organisation's Anti-Discrimination Policy.
- Monitor performance by way of periodic management reports and assurances.

2. The President will:

- Ensure that:
 - the organisation's practices and processes incorporate precautions against discrimination in such areas as hiring, client selection, and program delivery;
 - Reasonable accommodations are made to allow diverse groups to access benefits provided by the organisation;
 - Where appropriate, weight is given to the culture and experiences of individuals from disadvantaged groups.
- Where appropriate, delegate responsibility for compliance to officers with responsibility for particular sections.
- Oversee the performance of subordinate officers in these matters.
- Review and report to the Executive Committee, as appropriate, on the effectiveness of the management systems established to remove discrimination.
- Analyse material breaches and identified compliance system weaknesses for systematic trends and ensure that any adverse trends are addressed.
- Promote a culture of effective policy compliance across the organisation.

3. All staff, members and volunteers at all levels will:

- Ensure that they are aware of the organisation's policy against discrimination;
- Not act in a manner that would be considered to be discriminatory pursuant to this policy or any applicable legislation;
- Where appropriate, suggest ways in which practices, systems and procedures could be improved so as to reduce the likelihood of discrimination occurring.

Processes

The President will initially review the organisation's procedures in all areas to ensure that these are in accordance with the principles expressed in this policy, and will report to the Executive Committee on this matter.

The President will review any changes to the organisation's procedures in all areas to ensure that these are in accordance with the principles expressed in this policy.

Staff, members and volunteers will follow these procedures.

Related Documents

- Legislative Compliance Policy
- Anti-Discrimination Policy
- Equal Employment Opportunity Policy
- Sexual Harassment Policy
- Work Health & Safety Policy
- Code of Ethics
- Privacy Policy

Authorisation

Signature of President

Name of President

Date

Access and Equity Policy

Policy Number: 005

Drafted By: *Margaret Turnbull*

Responsible Person:

Version: 001/2016

Approved by Executive Committee on:

Scheduled Review Date:

Introduction

The Access and Equity Policy set out in this document is drawn up on the model of the Australian Government's [Charter of Public Service in a Culturally Diverse Society](#). The Charter is the key document guiding the Australian Government's Access and Equity strategy. It helps to ensure that government programs (and those programs funded by the government but delivered by contractors, including not-for-profits) meet the needs of our culturally and linguistically diverse society.

Purpose

Pine Rivers United Sports Club Inc. acknowledges that its legal and moral responsibilities cover the areas of:

- access in the provision of services offered by Pine Rivers United Sports Club Inc.
- access in membership and employment by Pine Rivers United Sports Club Inc.
- access in the provision of information offered by Pine Rivers United Sports Club Inc.
- access to any training and development offered by Pine Rivers United Sports Club Inc.
- access to events hosted by Pine Rivers United Sports Club Inc.

The Charter integrates a set of service delivery principles concerning cultural diversity into the strategic planning, policy development, budget, and reporting processes of service delivery, irrespective of whether these services are provided by government agencies, community organisations, or commercial enterprises.

Policy

Access

As a service provider, Pine Rivers United Sports Club Inc. will make services available to everyone who is entitled to them, free of any form of discrimination on the basis of a person's country of birth, language, culture, race or religion.

Equity

As a service provider, Pine Rivers United Sports Club Inc. will develop and deliver services on the basis of fair treatment of all those clients who are eligible to receive them.

Communication

As a service provider, Pine Rivers United Sports Club Inc. will use all necessary strategies to inform eligible clients of the services available, their entitlements, and how they can obtain them. Providers shall also consult with their clients regularly about the adequacy, design and standard of services.

Responsiveness

As a service provider, Pine Rivers United Sports Club Inc. will be sensitive to the needs and requirements of clients from diverse cultural and linguistic backgrounds, and be responsive as far as practicable to the particular circumstances of individuals.

Effectiveness

As a service provider, Pine Rivers United Sports Club Inc. will be focused on meeting the needs of clients from all backgrounds.

Efficiency

As a service provider, Pine Rivers United Sports Club Inc. will optimise the use of available public resources through a user-responsive approach to service delivery that meets the needs of clients.

Accountability

As a service provider, Pine Rivers United Sports Club Inc. will have a reporting mechanism in place which ensures it is accountable for implementing access and equity objectives for its clients.

Authorisation

Signature of Executive Assistant

Date of Approval by the Executive Committee _____

Access and Equity Procedures

Procedures Number: 005
Drafted By: *Margaret Turnbull*
Responsible Person:

Version: 001/2016
Approved by Executive on:
Scheduled Review Date:

Responsibilities

It shall be the responsibility of the President to implement this policy and to report to the Executive Committee annually on its progress.

Procedures

All Pine Rivers United Sports Club Inc. staff and volunteers shall, wherever feasible, have adequate support and training to provide services and information accessible to all people.

Pine Rivers United Sports Club Inc. will ensure its programs are designed and constructed to provide equal access for all users.

Pine Rivers United Sports Club Inc., in its role as an employer, will ensure all people have equal access to advertised positions, interviews, equipment, office accommodation, staff training and promotion.

Pine Rivers United Sports Club Inc. shall, wherever feasible, assess proposals for any new (or substantially revised) policies or programs for their direct impact on the lives of people from a range of cultural and linguistic backgrounds prior to any decision to pursue such proposals.

Any new (or substantially revised) policies or programs that impact in different ways on the lives of people from different cultural and linguistic backgrounds shall, wherever feasible, be developed by Pine Rivers United Sports Club Inc. in consultation with people from those backgrounds.

Pine Rivers United Sports Club Inc. shall, wherever feasible, for any new (or substantially revised) policies or program initiatives have a communication strategy developed and sufficiently resourced to inform people from relevant cultural and linguistic backgrounds of these changes.

Pine Rivers United Sports Club Inc. shall provide resources so that publicly available and accessible information on its policies and programs is where necessary communicated appropriately to people from a range of cultural and linguistic backgrounds, and especially to those identified as having a high level of non-compliance.

Pine Rivers United Sports Club Inc. shall institute complaints mechanisms that enable people (regardless of cultural and linguistic backgrounds) to address issues and raise concerns about its performance.

Pine Rivers United Sports Club Inc. shall require that any agents, contractors, or partners of Pine Rivers United Sports Club Inc. deliver outcomes consistent with this policy, and shall, in bidding for tenders or contracts, budget, where appropriate, for special provision for linguistic and cultural diversity.

[Pine Rivers United Sports Club Inc. shall, where necessary and feasible, provide for the special needs of clients from diverse cultural and linguistic backgrounds by providing language assistance through the use of interpreters or facilitators.

Pine Rivers United Sports Club Inc. shall, where necessary and feasible, provide for the special needs of clients in remote areas through developing outreach and community liaison arrangements.

Pine Rivers United Sports Club Inc. shall consider cultural diversity issues in the design and delivery of any training programs it provides.

Pine Rivers United Sports Club Inc. staff and volunteers shall, where necessary, receive ongoing cultural diversity training so that they develop knowledge and skills to work effectively from a cultural framework.

Pine Rivers United Sports Club Inc. shall, where necessary and feasible, provide information in languages other than English, and through print, electronic media, and disability-appropriate methods of communication.

Pine Rivers United Sports Club Inc. shall, where appropriate, consult with other providers and government agencies to ensure co-ordination of services appropriate to clients' needs.

Pine Rivers United Sports Club Inc. shall promote diversity in the membership of its boards, committees and working groups.

Pine Rivers United Sports Club Inc. shall keep in its client data collection record, where appropriate, such data as birthplace; whether a person's first language spoken was English; Aboriginal or Torres Strait Islander background; Australian South Sea Islander background; date of birth; year of arrival in Australia; birthplace of parents; sex; and religion (the collection of data will not always include all these items, as the relevance of these data items will vary depending on the service delivery context).

Pine Rivers United Sports Club Inc. shall protect the privacy of individual clients when collecting this data. Consideration will be given to:

- collecting only data essential to the particular service delivery or evaluation purpose;
- guaranteeing anonymity; and
- ensuring that all data collection proposals are non-intrusive.

Related Documents

- Affirmative Action Policy
- Staff Recruitment Policy
- Affirmative Action Practices
- Staff recruitment Practices

Authorisation

Signature of President

Name of President

Date

Bullying Policy

Policy Number: 006

Drafted By: *Margaret Turnbull*

Responsible Person:

Version: 001/2016

Approved by Executive Committee on:

Scheduled Review Date:

Introduction

Pine Rivers United Sports Club Inc. believes that all people should work in an environment free from bullying.

Pine Rivers United Sports Club Inc. understands that workplace bullying is a threat to the health and wellbeing of its staff, volunteers and customers.

Accordingly, Pine Rivers United Sports Club Inc. is committed to eliminating, so far as is reasonably practicable, all forms of workplace bullying by maintaining a culture of openness, support, and accountability.

Purpose

The purpose of this document is to communicate that Pine Rivers United Sports Club Inc. does not tolerate any form of workplace bullying and to set out the process which is to be followed should any instances of workplace bullying be reported.

Definitions

“Bullying” is repeated and unreasonable behaviour directed towards a person or group of persons that creates a risk to health and safety. It includes behaviour that could be expected to intimidate, offend, degrade, humiliate, undermine or threaten.

“Repeated behaviour” refers to the persistent nature of the behaviour and can involve a range of behaviours over time.

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

Examples of behaviour, whether intentional or unintentional, that may be considered to be workplace bullying if they are repeated, unreasonable and create a risk to health and safety include but are not limited to:

- abusive, insulting or offensive language or comments
- unjustified criticism or complaints
- deliberately excluding someone from workplace activities
- withholding information that is vital for effective work performance
- setting unreasonable timelines or constantly changing deadlines
- setting tasks that are unreasonably below or beyond a person’s skill level
- denying access to information, supervision, consultation or resources to the detriment of the worker
- spreading misinformation or malicious rumours
- changing work arrangements such as rosters and leave to deliberately inconvenience a particular workers or workers.

Workplace bullying can be carried out in a variety of ways including through email, text or social media channels. Workplace bullying can occur between workers (sideways), from managers to workers (downwards), or workers to supervisors/managers (upwards).

Reasonable management action is not considered to be workplace bullying if it is carried out lawfully and in a reasonable manner in the circumstances. Examples of reasonable management action include but are not limited to:

- setting reasonable performance goals, standards and deadlines
- deciding not to select a worker for promotion where a reasonable process is followed
- informing a worker about unsatisfactory work performance in an honest, fair and constructive way
- taking disciplinary action, including suspension or terminating employment.

Differences of opinion and disagreements are generally not considered to be workplace bullying.

Bullying that directly inflicts physical pain, harm, or humiliation amounts to assault and should be dealt with as a police matter (see below).

Policy

Pine Rivers United Sports Club Inc. has a duty of care to provide a safe workplace, and ensure, so far as is reasonably practicable, that workers and other people are not exposed to health and safety risks.

Pine Rivers United Sports Club Inc. accepts and acts on its duty of care. Any reported allegations of workplace bullying will be promptly, thoroughly, and fairly investigated.

Bullying complaints will be handled in a confidential and procedurally fair manner. Where confidentiality cannot be guaranteed this will be clearly communicated to the relevant parties.

All parties will be treated with respect.

The person against whom the allegation is made has the right to natural justice (the right to know what is alleged against them, the right to put their case in reply, and the right for any decision to be made by an impartial decision-maker).

Authorisation

Signature of Executive Assistant

Date of Approval by the Executive Committee _____

Bullying Procedures

Procedures Number: 006

Drafted By: *Margaret Turnbull*

Responsible Person:

Version: 001/2016

Approved by Executive on:

Scheduled Review Date:

Responsibilities

It is the obligation and responsibility of every person to ensure that the workplace is free from bullying. The responsibility lies with every manager, supervisor, employee and volunteer to ensure that bullying does not occur in the workplace.

All workers have:

- an entitlement to work in a safe and healthy workplace and to be treated with dignity and respect
- an entitlement to make a complaint in respect of any bullying behaviour
- a responsibility to take reasonable care for their own health and safety
- a responsibility to ensure they do not promote or engage in bullying and otherwise take reasonable care that their acts or omissions do not adversely affect the health and safety of other people
- a responsibility to co-operate and comply with this policy and any other relevant policy.

It is the responsibility of all managers to ensure that:

- they understand, and are committed to, the right of all employees and volunteers to attend work and perform their duties without fear of being bullied in any form
- all reasonable steps to eliminate bullying are made so far as is reasonably practicable
- all applicable occupational health and safety legislation is observed
- all employees and volunteers are regularly educated and made aware of their obligations and responsibilities in relation to providing a workplace free from bullying
- they provide an environment which discourages bullying, and set an example by their own behaviour
- all complaints are treated seriously and confidentially
- they are as far as practicable aware of whether bullying is occurring, whether complaints are received or not, relying on such indices as:
 - sudden increases in absenteeism
 - unexplained requests for transfers
 - behavioural changes such as depression

- sudden deterioration in work performance
- they take immediate and appropriate action if they become aware of any bullying or offensive behaviour
- any reported allegations of workplace bullying are promptly, thoroughly, and fairly investigated
- guidance and education is provided, where requested and/or appropriate, to cases and subsequent decisions relating to bullying
- ongoing support and guidance is provided to management, employees and volunteers in relation to the prevention of bullying
- this policy is displayed in the workplace and easily accessible to all workers and volunteers.

Procedures

Complaints Procedures

If an employee or volunteer feels comfortable in doing so, it is preferable to raise the issue with the person directly with a view to resolving the issue by discussion. The employee or volunteer should identify the offensive behaviour, explain that the behaviour is unwelcome and offensive and ask that the behaviour stops.

If the behaviour continues, or if the employee or volunteer feels unable to speak to the person(s) directly, they should contact their supervisor or manager, an executive committee member, or any other committee member with whom they feel comfortable. The manager or committee member will provide support and ascertain the nature of the complaint.

Informal Intervention

The manager will explain the rights and responsibilities of the employee or volunteer under the relevant policy and procedures.

Informal intervention may be done through a process of either mediation or conciliation. During informal intervention the respondent will be made aware of the allegations being made against them and given the right to respond. Interventions at this stage should adopt a confidential, non-confrontational approach with a view to resolving the issue. This procedure will be complete when the alleged harasser respects the individual's request to cease unwanted and unwelcome behaviour, or when the complainant accepts that the behaviour is not properly described as bullying. If neither of these outcomes occurs, the Pine Rivers United Sports Club Inc.'s formal procedure should be followed.

Formal Complaints Procedure

The formal complaint procedure involves a formal investigation of the complaint. Formal investigations may be conducted internally (by a manager or committee member) or by an external investigator.

An investigation involves collecting information about the complaint and then making a finding based on the available information as to whether or not the alleged behaviour occurred. Once a finding is made, the investigator will make recommendations about resolving the complaint.

The investigator may need to interview the parties involved (which may include the complainant, the respondent, and any witnesses) to obtain information regarding the complaint. The investigator will comprehensively and accurately document all information obtained during the interviews including the parties involved, timing, location, and nature of conduct complained against.

If the investigator considers it appropriate for the safe and efficient conduct of an investigation, workplace participants may be stood down from work or provided with alternative duties during an investigation in which case they will be paid their normal pay during any such period.

Throughout the investigation process, all parties involved in the investigation will be regularly kept informed about the investigation.

The findings as to whether bullying has occurred will be determined on the basis of the evidence, and on the balance of probabilities.

On the basis of the findings, possible outcomes of the investigation may include, but will not be limited to, any combination of the following:

- Counselling
- Disciplinary action (including and up to termination of employment)
- Official warning
- Formal apology and/or an undertaking that the behaviour will cease
- Mediation where the parties to the complaint agree to a mutually acceptable resolution.

On completion of the investigation, all parties will be informed about the investigation findings and the outcome of the investigation.

Following an investigation concerning a bullying complaint (irrespective of the findings), the manager concerned will:

- consult with the parties involved to monitor the situation and their wellbeing; and
- educate and remind all employees and volunteers of their obligations and responsibilities in relation to providing a workplace free from bullying

Procedures for Dealing with Criminal Conduct

Some forms of severe bullying (physical attack, for example, or obscene phone calls) may constitute criminal conduct. While Pine Rivers United Sports Club Inc. is committed to treat most complaints about bullying at an organisational level as far as possible, this type of conduct is not suited to internal resolution. Such complaints should be treated by the criminal justice system. Employees or volunteers should be advised of the option of police support or intervention. It is not the obligation or duty of the organisation to report such matters to the police on behalf of the complainant.

Related Documents

- Affirmative Action Policy
- Equal Employment Opportunity Policy
- Anti-Discrimination Policy
- Sexual Harassment Policy

Authorisation

Signature of President

Name of President

Date

Sexual Harassment Policy

Policy Number: 007

Drafted By: *Margaret Turnbull*

Responsible Person:

Version: 001/2016

Approved by Executive Committee on:

Scheduled Review Date:

Introduction

Pine Rivers United Sports Club Inc. recognises the right of every employee and volunteer to be able to attend work and to perform their duties without being subjected to any form of sexual harassment.

It is the obligation and responsibility of every employee and volunteer to ensure that the workplace is free from sexual harassment.

Pine Rivers United Sports Club Inc. is fully committed to its obligation to eliminate sexual harassment in the workplace.

Purpose

The purpose of this document is to outline Pine Rivers United Sports Club Inc.'s position on sexual harassment and to document the process which is to be followed should any grievances arise.

Definitions

Sexual harassment means any unwelcome sexual advance, unwelcome request for sexual favours, or other unwelcome conduct of a sexual nature which makes a person feel offended, humiliated or intimidated, and where that reaction is reasonable in the circumstances. Examples of sexual harassment include, but are not limited to,

- staring or leering
- unnecessary familiarity, such as deliberately brushing up against you or unwelcome touching
- suggestive comments or jokes
- insults or taunts of a sexual nature
- intrusive questions or statements about your private life
- displaying posters, magazines or screen savers of a sexual nature
- sending sexually explicit emails or text messages
- inappropriate advances on social networking sites
- accessing sexually explicit internet sites

- requests for sex or repeated unwanted requests to go out on dates
- behaviour that may also be considered to be an offence under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications

Behaviour that is based on mutual attraction, friendship and respect is not sexual harassment.

Policy

Pine Rivers United Sports Club Inc. will not tolerate sexual harassment under any circumstances. Responsibility lies with every Manager, Supervisor and employee/volunteer to ensure that sexual harassment does not occur.

Both federal and state Equal Employment Opportunity legislation provide that sexual harassment is unlawful and establish minimum standards of behaviour for all employees.

This policy applies to conduct that takes place in any work-related context, including conferences, work functions, social events, sporting events and business trips.

No employee or volunteer at any level should subject any other employee, volunteer, customer or visitor to any form of sexual harassment.

A breach of this policy will result in disciplinary action, up to and including termination of employment and/or membership.

Pine Rivers United Sports Club Inc. strongly encourages any employee who feels they have been sexually harassed to take immediate action. If an employee or volunteer feels comfortable in doing so, it is preferable to raise the issue with the person directly with a view to resolving the issue by discussion. The employee or volunteer should identify the harassing behaviour, explain that the behaviour is unwelcome and offensive and ask that the behaviour stops. Alternatively, or in addition, they may report the behaviour in accordance with the relevant procedure. Once a report is made the organisation has the right to determine how the report should be dealt with in accordance with its obligations and this policy.

Any reports of sexual harassment will be treated seriously and promptly with sensitivity. Such reports will be treated as completely confidential up to the point where a formal or informal complaint is lodged against a particular person, at which point that person must be notified under the rules of natural justice.

Complainants have the right to determine how to have a complaint treated, to have support or representation throughout the process, and the option to discontinue a complaint at any stage of the process.

The alleged harasser also has the right to have support or representation during any investigation, as well as the right to respond fully to any formal allegations made. There will be no presumptions of guilt and no determination made until a full investigation has been completed.

No employee or volunteer will be treated unfairly as a result of rejecting unwanted advances. Disciplinary action may be taken against anyone who victimises or retaliates against a person who has complained of sexual harassment, or against any employee or volunteer who has been alleged to be a harasser.

All employees and volunteers have the right to seek the assistance of the relevant tribunal or legislative body to assist them in the resolution of any concerns.

Managers or Supervisors who fail to take appropriate corrective action when aware of harassment of a person will be subject to disciplinary action.

Authorisation

Signature of Executive Assistant

Date of Approval by the Executive Committee _____

Sexual Harassment Procedures

Procedures Number: 007

Drafted By: *Margaret Turnbull*

Responsible Person:

Version: 001/2016

Approved by Executive on:

Scheduled Review Date:

Responsibilities

It is the responsibility of the President to ensure that:

- they understand and are committed to the rights and entitlements of all employees and volunteers to attend work and perform their duties, without fear of being sexually harassed in any form;
- they understand what constitutes an act of sexual harassment;
- all reasonable steps are made to eliminate sexual harassment;
- all employees and volunteers are regularly made aware of their obligations in relation to providing a workplace free from sexual harassment;
- they provide an environment which discourages harassment and victimisation and set an example by their own behaviour;
- Equal Employment Opportunity Contact Officers are appointed, trained and known to all staff and members;
- they treat all complaints seriously and confidentially; and
- they take immediate and appropriate corrective action if they become aware of any offensive action.

It is the responsibility of the Executive Committee to ensure that:

- policies and procedures are regularly reviewed and (if necessary) amended;
- policies and procedures are complied with;
- regular guidance and education is provided to employees, both paid and volunteer, regarding sexual harassment and inappropriate behaviour in the workplace;
- managers are aware of their obligations and responsibilities in relation to sexual harassment, and the rights and entitlements of their employees and volunteers;
- ongoing support and guidance is provided to all employees in relation to the prevention of sexual harassment.

Procedures

Complaint Process

Sexual harassment can occur at any level of the organisation, can be experienced by both men and women and may involve a co-worker, volunteer, supervisor, manager, service provider, client or customer. Lack of intent is no defence in sexual harassment cases.

Employees or volunteers who believe they are the subject of sexual harassment should take firm, positive and prompt action.

Where possible, the employee or volunteer should make the perceived harasser(s) aware that they find their behaviour offensive, unwelcome, unacceptable, and that it needs to stop immediately.

If the behaviour continues, or if the employee or volunteer feels unable to speak to the person(s) directly, they should contact their Supervisor or Manager. Alternatively, an employee or volunteer may contact the Executive Committee or another committee person they feel comfortable with.

The Manager will provide support and ascertain the nature of the complaint and the wishes of the complainant.

Informal Intervention

The Manager will explain the employee or volunteer's rights and responsibilities under organisation's policy, procedures and Equal Employment Opportunity or anti-discrimination legislation.

Informal intervention may be undertaken through a process of mediation or conciliation. During informal intervention the alleged harasser will be made aware of the allegations being made against them and given the right to respond.

This procedure will be complete when the complainant and the respondent come to an agreement on the procedure to be followed. If this occurs, no record will be made of the proceedings, and any subsequent proceedings will begin *de novo*. If this does not occur, the formal procedure should be followed.

Formal Complaints Procedure

The Manager may be obliged to carry out a formal investigation in relation to a complaint of sexual harassment. The formal procedure will be co-ordinated by the Manager, who will be guided by the Executive Committee.

Formal investigations may be conducted internally (by a manager or officer) or by an external investigator.

An investigation involves collecting information about the complaint and then making a finding based on the available information as to whether or not the alleged behaviour occurred. Once a finding is made, the investigator will make recommendations about resolving the complaint.

The investigator may need to interview the parties involved (which may include the complainant, the respondent, and any witnesses) to obtain information regarding the complaint. The investigator will comprehensively and accurately document all information obtained during the interviews including the parties involved, timing, location, and nature of conduct complained against.

If the investigator considers it appropriate for the safe and efficient conduct of an investigation, workplace participants may be stood down from work or provided with alternative duties during an investigation in which case they will be paid their normal pay during any such period.

Throughout the investigation process, all parties involved in the investigation will be regularly kept informed about the investigation.

Records are to be kept and filed in a confidential and secure place. If no confidential area is available, these notes may be sealed and forwarded to the Human Resources Department, where they will be maintained, unopened, in a confidential filing system. These records should be kept for a period of seven years. Under no circumstances will records be placed on the complainant's personnel file.

The findings as to whether sexual harassment has occurred will be determined on the basis of the evidence, and on the balance of probabilities.

On the basis of the findings, possible outcomes of the investigation may include, but will not be limited to, any combination of the following:

- Counselling;
- Disciplinary action against the harasser (e.g. demotion, transfer, suspension, probation, dismissal or membership termination);
- Official warnings that are noted in the respondent's personnel file;
- Disciplinary action against the person who complained if there is strong evidence that the complaint was vexatious or malicious;
- Formal apologies and undertaking that the behaviour will cease;
- Conciliation/mediation conducted by an impartial third party where the parties to the complaint agree to a mutually acceptable resolution;
- Reimbursing any costs associated with the harassment;
- Re-crediting any leave taken as a result of the harassment.

On completion of the investigation, all parties will be informed about the investigation findings and the outcome of the investigation.

Following an investigation concerning a sexual harassment complaint (irrespective of the findings), the Manager will:

- consult with the parties involved to monitor the situation and their wellbeing; and
- educate and remind all employees and volunteers of their obligations and responsibilities in relation to providing a workplace free from bullying

Outcomes will depend upon factors such as:

- The severity and frequency of the harassment;
- The weight of the evidence;
- The wishes of the person who was harassed;
- Whether the harasser could have been expected to know that such behaviour was a breach of policy;
- The level of contrition;
- Whether there have been any prior incidents or warnings.

If the investigation determines that sexual harassment has occurred, the Manager must forward a summary of the complaint and the action taken to the Executive Committee. A copy may be placed in the respondent's personnel file by the Executive Committee, in accordance with Performance Counselling procedures.

The Manager will monitor the outcome to ensure that the offensive behaviour has ceased, and that neither party has been victimised. This may involve follow-up interviews.

If there has been any substantiated victimisation, disciplinary procedures will be followed.

Procedures for Dealing with Criminal Conduct

Some forms of severe sexual harassment (e.g. sexual assault, stalking, indecent exposure, physical molestation, obscene phone calls) may constitute criminal conduct.

While Pine Rivers United Sports Club Inc. is committed to treat most sexual harassment complaints at a company level as far as possible, this type of conduct is not suited to internal resolution. Such complaints should be treated by the criminal justice system.

In relation to alleged criminal offences such as rape or sexual assault, the matter must be immediately referred to the Executive Committee. Employees/volunteers should be advised of the option of police support or intervention. It is not the obligation or duty of the company to report such matters to the police on behalf of the complainant.

Related Documents

- Staff Dispute Resolution Policy
- Bullying Policy

Authorisation

Signature of President

Name of President

Date

Affirmative Action Policy

Policy Number: 008	Version: 001/2016
Drafted By: <i>Margaret Turnbull</i>	Approved by Executive Committee on:
Responsible Person:	Scheduled Review Date:

Introduction

Affirmative Action means taking positive steps, by means of systematic management programs, to identify and overcome past discrimination against women, to identify and eliminate present discrimination, and to prevent discrimination against women in the future.

Purpose

The purpose of this document is to state Pine Rivers United Sports Club Inc.’s position on Affirmative Action and to document the processes which will be adopted to ensure gender discrimination does not occur in the workplace.

Core Policy

Pine Rivers United Sports Club Inc. policies and practices will be reviewed regularly to ensure they provide adequate support for women in the workplace.

Pine Rivers United Sports Club Inc. will consult our employees and volunteers about their needs, analyse our employment profile and other workplace statistics and accordingly establish goals and plans to give effective opportunities for women.

All decisions in Pine Rivers United Sports Club Inc. will be based on merit.

This document applies to all employees, volunteers and contractors.

Authorisation

Signature of Executive Assistant

Date of Approval by the Executive Committee _____

Affirmative Action Procedures

Procedures Number: 008

Drafted By: *Margaret Turnbull*

Responsible Person:

Version: 001/2016

Approved by Executive on:

Scheduled Review Date:

Responsibilities

It is the responsibility of the President to ensure:

- the implementation of this policy;
- that they are available as a point of contact for information, advice or complaints;
- that this program is continually being developed and reviewed;
 - if the organisation is covered by the *Workplace Gender Equality Act 2012*, that the annual report to the Workplace Gender Equality Agency is completed and submitted.

Processes

To ensure that Pine Rivers United Sports Club Inc. our organisation provides effective opportunities for women, the organisation shall:

- develop and review policies and practices regularly;
- analyse our employment profile and other workplace statistics;
- consult employees and volunteers about their needs;
- establish appropriate goals and plans; and
- review the organisation's performance against those goals and plans.

If required by the *Workplace Gender Equality Act 2012*, Pine Rivers United Sports Club Inc. will submit an annual report to the Workplace Gender Equality Agency, which will provide a detailed analysis of the processes taken to develop, continually improve and implement our Affirmative Action program.

Employees and volunteers who believe they are being treated unfairly as a result of gender discrimination should notify their manager or the President.

Related Documents

- Anti-Discrimination Policy
- Equal Employment Opportunity Policy
- Sexual Harassment Policy

Authorisation

Signature of President

Name of President

Date