

11. Discrimination, Harassment, and Bullying Policy and Procedure

Summary

Lord Somers Camp and Power House (LSC&PH) adopts a zero tolerance approach to any form of discrimination, harassment or bullying.

Behaviour of this kind will be prevented through education and consistent role modelling.

Allegations of behaviour which contravenes this Policy should be raised and investigated through the processes outlined in the *Complaints and Grievances Policy and Procedure*.

Policy Statement

LSC&PH strives to provide a positive working environment in which all are valued and encouraged to contribute. LSC&PH is bound by all relevant State and Federal legislation in relation to equal employment opportunity (EEO) and unlawful discrimination. This legislation ensures that no employee or volunteer (“staff”), members, participant or supporters will be discriminated, harassed or bullied.

LSC&PH staff are expected to comply with EEO and anti-discrimination legislation, LSC&PH’s *Code of Conduct* and this policy and procedure.

Definitions

<p>Bullying or Workplace Bullying</p>	<p>The repeated less favourable treatment of a person by another or others in the workplace which may be considered unreasonable and inappropriate workplace practice. It includes behaviours that may intimidate, offend, degrade or humiliate an employee, possibly in front of participants, co-workers or volunteers.</p> <p>Actions that are not workplace bullying</p> <p>Legitimate and reasonable management actions and business processes, such as actions taken to transfer, demote, discipline, redeploy, retrench or dismiss an employee are not considered to be workplace bullying, provided these actions are conducted in a reasonable way.</p> <p>NOTE: Giving an employee or volunteer a directive to perform their duties as per their position description does not constitute bullying and will not be considered under this policy.</p>
<p>Equity</p>	<p>Treating all persons fairly and without discrimination.</p>

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Discrimination	<p>Treating a person less favourably than others in similar circumstances because of a personal attribute that has no relevance to the situation.</p> <ul style="list-style-type: none"> • Age discrimination - Discrimination on the basis of age (regardless of age) or on the basis of age-specific characteristics or characteristics generally associated with a person of a particular age. • Disability discrimination - Discrimination on the basis of physical, intellectual, psychiatric, sensory, neurological or learning disability, physical disfigurement, disorder, illness or disease that affects thought processes, perception of reality, emotions or judgement, or results in disturbed behaviour, and presence in body of organisms causing or capable of causing disease or illness (e.g., HIV virus). • Racial discrimination - Discrimination on the basis of race, colour, descent or national or ethnic origin and in some circumstances, immigrant status. • Sex discrimination – Discrimination on the basis of sex, marital or relationship status, pregnancy or potential pregnancy, breastfeeding, family responsibilities, sexual orientation, gender identity or intersex status.
Sexual harassment -	Any form of unwanted, unwelcome, or uninvited sexual behaviour that is offensive, humiliating or embarrassing.
Workplace harassment	Repeated behaviour, other than behaviour amounting to sexual harassment, of one staff member or group of staff members that is unwelcome, unsolicited, and considered to be offensive, intimidating, humiliating, or threatening by another staff member.
Employee	Any person employed by Lord Somers Camp and Power House.
Executive Team	A leadership team for a specific LSC&PH program or activity. Specific members/ roles of an Executive Team are at the discretion of the Program or Activity Leader.
Leader	<p>Any person (paid or unpaid) over the age of 18 who is responsible for the control and safety of members/volunteers placed in their care whilst holding a formal position in Lord Somers Camp and Power House. A leader could include but is not limited to:</p> <ul style="list-style-type: none"> • Camp Leaders • Deputy Camp Leaders

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	<ul style="list-style-type: none"> • Executive Officers • Programs Leader • Slushie King and Slushee Queen • Heads of Departments
Member	Any person who has a current membership subscription to LSC&PH, including various life memberships, term membership or honorary life membership.
Volunteer	Any non-member who attends LSC&PH activities as a member of the camp's staff under direction of a Camp Leader.
Participant	Any person who attends an LSC&PH program as a participant or a grouper.

Responsibilities

Board	<ul style="list-style-type: none"> • Promote best practice, continuous improvement and an open, respectful culture that encourages and supports employees, volunteers, members, participants and other stakeholders to make complaints or raise grievances without fear of retribution.
Chair P and A Committee	<ul style="list-style-type: none"> • Coordinate responses to complaints or grievances of discrimination, harassment or bullying. involving the CEO, on behalf of the Board.
CEO	<ul style="list-style-type: none"> • Ensure that employees, volunteers, members and participants understand and follow LSC&PH's Code of Conduct • Coordinate responses to complaints or grievances of discrimination, harassment or bullying.
Camp Manager or Camp Leader	<ul style="list-style-type: none"> • Operate as LSC&PH's complaints manager of discrimination, harassment or bullying unless the complaint relates to them. • This involves coordinating the handling of complaints and ensuring the complaint is effectively managed, including ensuring that the complainant is kept informed about the progress of any investigation / resolution processes.
Executive Teams	<ul style="list-style-type: none"> • Coordinate the initial response to a complaint that occurs at a specific LSC&PH program or activity.

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<p>All staff (employees and volunteers)</p>	<ul style="list-style-type: none"> • Comply with the LSC&PH’s Codes of Conduct and this Policy and Procedure • Comply with LSC&PH’s Complaints and Grievances policy and procedures • Participate in training provided on discrimination, harassment or bullying • Participate in investigations of complaints and grievances received • Participate in the review of processes and systems resulting from complaints and grievances received.
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Procedures

LSC&PH’s work practices and processes are continuously reviewed to ensure they comply with EEO and anti-discrimination requirements. These work practices include:

- recruitment and selection
- pay and benefits
- training and development
- promotion
- performance appraisals/reviews
- grievance procedures and
- terminations.

Management, working with staff, will develop strategies to prevent and control exposure to the risk of workplace discrimination, harassment and bullying. These will include:

- Provide all staff with workplace discrimination, harassment and bullying awareness training
- Maintain a complaint and grievance handling system and inform all participants and members how to lodge a complaint and employees and volunteers on how to lodge a grievance, the support systems available, options for resolving complaints and grievances and the appeals process

Discrimination

LSC&PH employees and volunteers will not discriminate or treat unfairly or unlawfully another staff or community member on the following grounds:

- age
- breastfeeding

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- employment activity
- gender identity
- impairment
- industrial activity
- lawful sexual activity
- marital status
- parental status or status as a carer
- physical features
- political belief or activity
- pregnancy
- race
- religious belief or activity
- sex
- sexual orientation, or
- personal association (whether as a relative or otherwise) with a person who is identified by reference to any of the above attributes

Harassment

Staff will not engage in unlawful harassment against another staff or community member.

Forms of harassment include:

- sexual harassment
- homosexual and transgender vilification
- hiv/aids vilification and
- racial vilification.

Sexual harassment includes:

- unwanted attention or touching
- sexual propositions
- leering or staring
- offensive language
- displaying nude images
- persistent requests for dates and
- crude or offensive jokes.

LSC&PH has a zero tolerance approach to harassment, and disciplinary action may be taken against those responsible in accordance with LSC&PH *Misconduct Procedures*.

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Inclusive language

When writing internal or external documents, staff must ensure that non-sexist and non-racist language is used by:

- avoiding male-dominated terms (e.g. use 'chair' or 'chairperson' instead of 'chairman')
- eliminating the unnecessary use of the person's gender (e.g. 'female supervisor')
- avoiding the use of 'he' or 'she' (use 'their' instead of 'his' or 'her').

Bullying

LSC&PH has a zero tolerance approach to bullying, and disciplinary action may be taken against those responsible in accordance with LSC&PH *Misconduct Procedures*.

Bullying behaviours may include, but are not limited to:

- Poorly managed conflicts of opinion or personality
- Intimidation
- Abuse of power
- Yelling, screaming abuse, offensive language, insults, inappropriate comments about a person's appearance, life or lifestyle, slandering an employee or their family
- Belittling opinions or constant criticism
- Leaving offensive messages on email, telephone or short message service (SMS)
- Spreading gossip or false, malicious rumours about a person with an intent to cause the person harm
- Isolating employees from normal work interaction, training and development or career opportunities
- Overwork, unnecessary pressure, impossible deadlines
- Underwork, creating a feeling of uselessness
- Undermining work performance or sabotaging a person's work by deliberately withholding work-related information or resources, or supplying incorrect information
- Unexplained job changes, meaningless tasks, tasks beyond a person's skills, failure to give credit where due
- Tampering with an employee's personal effects or work equipment
- Teasing or regularly being made the brunt of pranks/practical jokes
- Displaying written or pictorial material which degrades or offends a worker or group of workers

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- Unreasonable 'administrative sanctions' e.g. undue delay in processing applications for training, leave or payment of wages.

Breaches of this Policy and Procedure

All breaches of this policy and procedure will be taken seriously. Staff or others who feel they are the subject of discrimination, harassment or bullying should refer to the *Complaints and Grievances Policy and Procedures*, which outlines the steps that they can follow.

Complaints and grievances will be dealt with promptly and in accordance with relevant State and Federal legislation and LSC&PH's Policies and Procedures.

Other relevant policies and procedures

- Client Protection Policy and Procedure
- Complaints and Grievances Policy and Procedures
- Misconduct Procedures
- Resignation, Termination and Redundancy Procedures

Policy review

This Policy will be reviewed every three years by the LSC&PH Risk Committee, or sooner if warranted by internal or external events or changes.

Changes to the Policy will be recommended by the Risk Committee to the Board.