



Workplace Bullying and Harassment Policy

Version No	1.4
Issued	7/06/2018
Next Review	7/06/2019

Introduction

This policy applies to all members of the Committee, Members, Workers, Volunteers, Consumers, Contractors and Visitors, and has been developed to provide guidelines and procedures to eliminate or minimise risk.

Our commitment

Mannum Golf Club is committed to providing a safe, healthy and respectful environment free from bullying, harassment and all forms of discrimination.

Mannum Golf Club will treat reports of bullying and harassment seriously. We will respond promptly, impartially and confidentially.

This policy will be made available to all members of the Committee, Members, Workers, Volunteers, Consumers and Contractors. New Members, Workers, Volunteers and Contractors will be given a copy of this policy at their induction to the club. A copy will be on display within the club rooms. The Committee and Line Managers will remind Members, Workers, Volunteers and Contractors of the policy from time to time.

Expected behaviours within the workplace / club

Under work health and safety laws, workers and other people in a workplace / club must take reasonable care that they do not adversely affect the health and safety of others.

Behave in a responsible and professional manner

- Treat others in the workplace/ club with courtesy and respect
- Listen and respond appropriately to the views and concerns of others
- Be fair and honest in their dealings with others.

This policy applies to behaviours that occur:

- In connection with work, even if it occurs outside normal working hours
- Within the club and/or club grounds
- During work activities, for example when dealing with customers / members
- At work-related events, social events and/or conferences
- On social media where Committee Members, Members, Workers, Volunteers, Consumers and Contractors may affect others either directly or indirectly.

What is workplace bullying?

Workplace bullying is defined as *repeated and unreasonable behaviour directed towards a worker or a group of workers that creates a risk to health and safety.*

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



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

Single incidents of unreasonable behaviour can also present a risk to health and safety and will not be tolerated.

What is Harassment?

The act of systematic and/or continued unwanted and annoying actions of one party or group, including threats and demands. The purposes may vary, including racial prejudice, personal malice, an attempt to force someone to quit a job or grant sexual favours, apply illegal pressure to collect a bill, or to merely gain sadistic pleasure from making someone fearful or anxious.

What is not workplace bullying?

Reasonable management action taken by Committee Members and Line Managers to direct and control the way work and/or activities are carried out within the golf club is not considered to be workplace bullying/harassment, if the action is taken in a reasonable and lawful way.

What can you do?

If you feel you are being bullied or harassed and are not comfortable dealing with the problem yourself, or your attempts to do so have not been successful, you should raise the issue either with the Conflict Resolution Team, the Captain of the club, Line Manager or a Health and Safety representative within the club (if one has been nominated). Workers who are a member of a union, may also raise any issues with their delegated union.

If you witness unreasonable behaviour you should bring the matter to the attention of the Conflict Resolution Team, The club Captain, a committee member or your Line Manager as a matter of urgency.

How we will respond?

If bullying or unreasonable behaviour is reported or observed we will take the following steps:

1. A member of the Committee, the Captain or Line Manager will speak to the parties involved as soon as possible, gather information and seek a resolution to satisfactorily address the issue for all parties.
2. If issues cannot be resolved or the unreasonable behaviour is considered to be of a serious nature, an impartial team (Conflict Resolution Team) or person (WHSR if one has been nominated) will be appointed to investigate. Both sides will be asked to state their case. All relevant information will be collected, presented to the Club Committee and considered before a decision is made.
3. All complaints and reports will be treated in the strictest of confidence. Only those people directly involved in the complaint or in resolving the case will have access to the information.
4. There will be no victimisation of the person making the report or helping to resolve it. Complaints made maliciously or in bad faith will result in disciplinary action.



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Consequences of breaching this policy

Appropriate disciplinary action will be taken against a person or persons who is/are found to have breached this policy. These measures will depend on the nature and circumstance of each breach and could include:

- A verbal or written apology
- One or more parties agreeing to participate in counselling or training
- A verbal or written reprimand
- Cancellation of membership or dismissal of a worker, contractor or volunteer engaging in the bullying / harassing behaviour.

If bullying has not been substantiated

If the investigation finds bullying/ harassment has not occurred or cannot be substantiated, the Mannum Golf Club Committee may still take appropriate action to address any workplace issues leading to the report.

Conflict Resolution Team

The Mannum Golf Club Committee will appoint a Conflict Resolution Team will attempt to facilitate a peaceful and agreeable outcome for all involved parties.

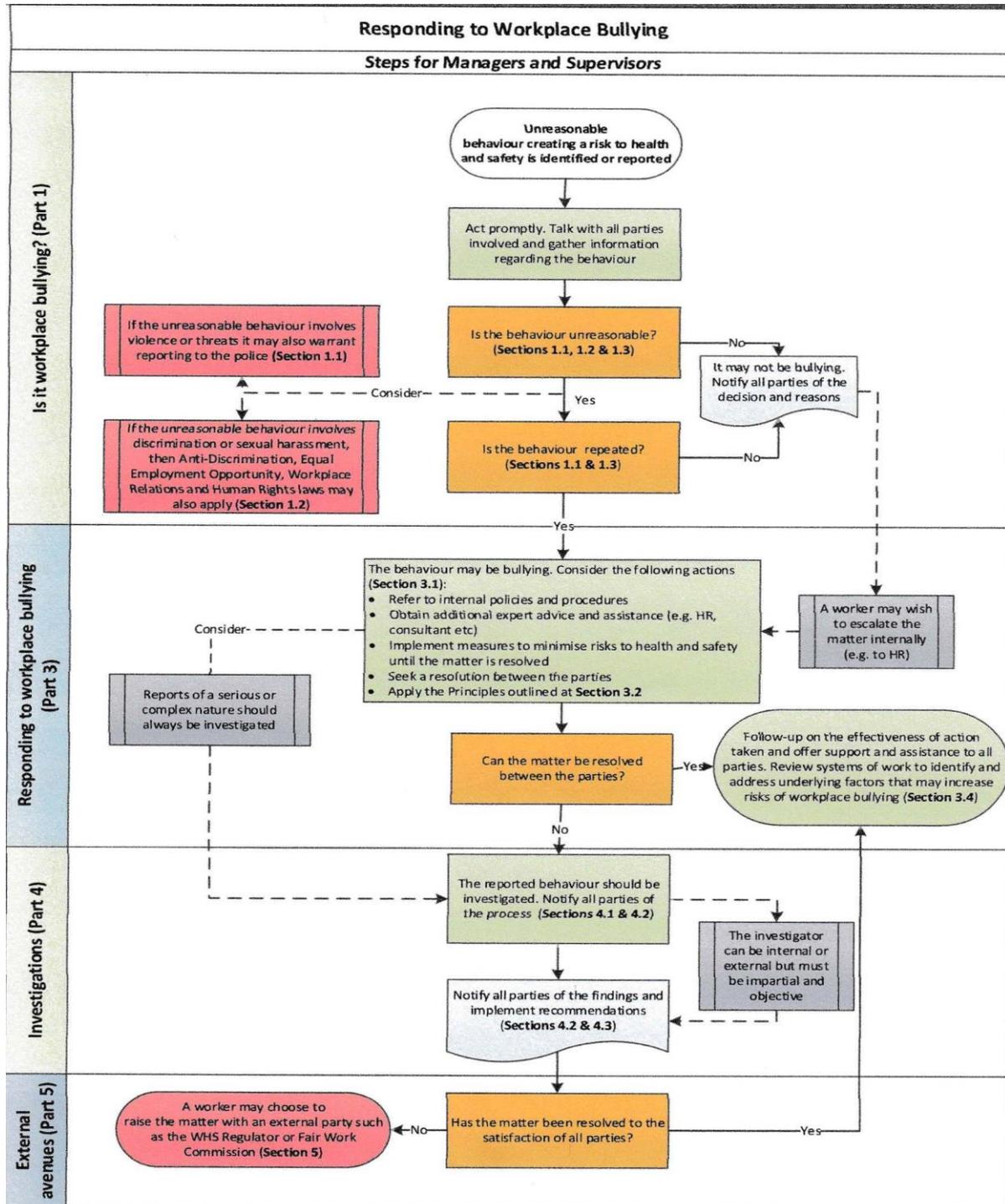
A Work Health and Safety representative

A Health and Safety representative and a Deputy Health and Safety representative may be appointed by the Mannum Golf Club committee if it is seen as a requirement for the Club.

Referenced from: Guide for preventing & responding to workplace bullying (May 2016) Safe work Australia.

This chart is available on request (page 28) or go to:

<https://www.safeworkaustralia.gov.au/system/files/documents/1702/guide-preventing-responding-workplace-bullying.pdf> (page28)





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WHO IS A 'WORKER'? Under the WHS Act, a worker is broadly defined to mean a person who carries out work in any capacity for a business or undertaking and includes employees, outworkers, apprentices, trainees, students gaining work experience, volunteers, contractors or subcontractors and their employees.

Legislation

Work Health and Safety Act 2012 (SA)

Fair Work Act 1994 (Commonwealth)

National Industrial Legislation

References

SafeWork SA website

FairWork Australia Website

Review

The Mannum Golf Club Workplace Bullying and Harassment Policy will be reviewed by the MGC Committee annually.

Adopted by Mannum Golf Club Committee: ____/____/____

Jeff Applebee - President