

KARINGAL BOWLING CLUB INC.

CLUB CONDUCT & BEHAVIOUR POLICY

Issued April 2017 (update July 2018)

1.0 Purpose

Karingal Bowling Club Inc. (KBC) takes a very serious view of its responsibilities to its members and staff. KBC has established policies and regulations to maintain the safety and health of its members and staff, as well as adhering to the laws governing its operation. All members are asked to abide by these regulations and policies, to ensure a safe and comfortable environment.

KBC has a legal obligation to protect its employees from offending conduct of members and third parties.

2.0 Scope

This policy applies to all members of KBC in their dealings with other members or representatives of KBC (including employees, contractors or office holders).

3.0 Definitions

Contact person: means an elected official of the Board of Management of KBC appointed to hear and act where necessary on complaints of inappropriate behaviour and may attempt to resolve the matter in accordance with the procedure set out in this policy.

Inappropriate behaviour: means bullying, violence, sexual harassment, discrimination, and any other behaviour or conduct that is unwanted and or that humiliates, offends, intimidates or affects the health safety and welfare of others.

Employees: means employees, contractors, sub contractors and other persons employed or engaged by KBC.

Members: means the members of KBC and for the purposes of this policy also includes their guests, nominees and any other user of the KBC facilities.

4.0 Policy

This policy is designed to ensure that all members and other persons understand what constitutes inappropriate behaviour and what a member, employee and other persons should do if they are subjected to inappropriate behaviour.

4.1 Bullying and Violence

Bullying or violence is repeated, unreasonable behaviour, unfavourable treatment or derogatory comments directed towards a person or group of people that creates a risk to their health, safety and welfare, such as verbal or physical abuse and degrading or excessive criticism. Single incidents of bullying-style behaviour and violence are not condoned and are prohibited by this policy.

Reasonable and lawful directions and constructive performance-related comments and activities do not amount to bullying.

4.2 Sexual Harassment

Sexual harassment is any unwelcome conduct of a sexual nature and may consist of sexual comments, jokes, innuendo, propositions, and physical contact. Sexual harassment has nothing to do with any interaction that is consensual, welcomed and reciprocated.

4.3 Discrimination

Discrimination is any behaviour which is offensive, abusive, belittling or threatening and which is directed at a person or group because of a particular characteristic. Unreasonable discrimination may include comments, offensive gestures and displaying offensive material.

KBC does not condone any inappropriate behaviour. Assisting, condoning, inducing or encouraging another person to engage in inappropriate behaviour is also prohibited under this policy.

4.4 Social Media & Electronic Communications

Social media refers to the connection of people in an online environment and electronic communications refers to access and use of email and internet. Members of KBC will not email, post or respond to any social media or electronic communications which contains offensive, defamatory, bullying, harassing or otherwise inappropriate material. This includes communication or commentary that

brings KBC or its employees into disrepute. Engagement in any such behaviour is a breach of our Code of Conduct.

KBC reserves the right to monitor use of its email service and computer facilities with respect to all emails received or sent by its employees or contractors and members.

4.5 Responsibilities of KBC

- to ensure that members are aware of this policy and they understand that inappropriate behaviour will not be tolerated under any circumstances.
- to appoint a person, being an elected official of KBC, to be the contact person for the purposes of this policy;
- to monitor KBC environment to ensure acceptable standards of members conduct are observed so far as is reasonably practicable;
- to ensure complaints are treated seriously and fairly and investigated thoroughly and promptly with due regard to confidentiality and;
- to take disciplinary action against anyone found to be breaching this policy.

4.6 Responsibilities of members

- To treat other KBC members and employees and other persons fairly and with respect;
- to report any incidences of inappropriate behaviour at KBC and;
- to maintain confidentiality if they provide information during the investigation of a complaint

5.0 Procedure

Any member who becomes aware of inappropriate behaviour occurring to a member or employee should make reasonable attempts to stop the behaviour and as soon as possible refer the matter to the contact person.

Any member or employee that feels that they have been subjected to inappropriate behaviour should firstly try to speak to the offender(s) about the behaviour or conduct directing the offensive action to cease. If the member or employee feels that they cannot or do not wish to complain directly to the offender(s), or if the behaviour is still ongoing after speaking to the offender(s), then the member or employee should speak to the nominated contact person or, if it would be unsuitable to refer the matter to the contact person or their Manager who will attempt to resolve the matter.

The principles guiding the resolution of any complaint will be:

- Reference to KBC Constitution and other policies and procedures including but not limited to discipline, mediation, bullying, violence, discrimination and sexual harassment;
- the rights of individuals to be treated with respect and to be heard and respond to any allegations;
- observance of confidentiality;
- preservation of a non-judgemental and non-adversarial approach by those involved in the resolution of the complaint;
- ensuring that anyone who makes a genuine complaint is supported and is not penalised in any way.

6.0 Disciplinary Measures

The range of sanctions that may be imposed by KBC on an offender who is found to have breached this policy will depend upon the engagement of the offender. Any person who, after proper investigation, is found to have breached this policy will face disciplinary action.

Disciplinary measures which may be imposed will depend upon the seriousness of the offence. Any breach of this policy will be resolved calmly, with honesty, dignity and as far as possible confidentiality will be maintained.

Disciplinary measures which may be imposed may include:

- Verbal warning by the KBC Board/Section Committee
- Written warning by the KBC Board/Section Committee
- Private Disciplinary Hearing
- Suspension of use of facilities including use of greens and club
- Revocation of membership, and/or
- Expulsion

KBC adheres to the Members Protection Policy as defined by Bowls Victoria, the Associations Incorporations Reform Act 2012 and any other State or Commonwealth Acts which are applicable.

The nominated contact person for KBC is the Board Director.