

## **Reabold Tennis Club Inc**

### **Discrimination and Harassment Policy**

#### **Purpose of the Policy**

The Reabold Tennis Club (Club) is committed to providing activities free from any form of discrimination or harassment. This policy outlines our commitment to an individual's right to be treated with respect and dignity, and to be protected from discrimination and harassment. RTC will not tolerate either discriminatory or harassment behaviour under any circumstance and will take disciplinary action against anyone who breaches the policy.

#### **Who the Policy Applies to**

This policy applies to everyone involved in the activities of the Club and serves to inform them of their legal and ethical rights and responsibilities, and the standards of behaviour that are expected of them. This policy also applies to the behaviour of members and individuals associated with the club or users of club facilities, that negatively affects relationships within the Club, associated with Club events and activities.

#### **Club Responsibilities**

The Club will:

- adopt, implement and comply with this policy;
- distribute and promote this policy;
- promote and model appropriate standards of behaviour at all times;
- deal with any complaints made under this policy;
- deal with any breaches of this policy;
- ensure that a copy of the policy is accessible to all people to whom it applies; and
- review the policy from time to time.

#### **Member Responsibilities**

Everyone associated with the Club must:

- make themselves aware of the contents of this policy;
- comply with all provisions of this policy including the Club's standards of behaviour;
- treat others with respect;
- be responsible and accountable for their behaviour; and

- follow the guidelines outlined in this policy if they wish to make a complaint or report a concern about possible discrimination, harassment or other inappropriate behaviour.

## **Discrimination and Harassment**

### **Discrimination**

For the purposes of this policy, discrimination is defined as any unjust or prejudicial treatment of members, prospective members or guests made on the basis of race, colour, gender, sexual orientation, religion, political opinion or any other basis that a reasonable person would interpret as discriminatory.

### **Harassment**

Harassment includes any unwelcome behaviour that a reasonable person would judge as offensive, intimidating, or humiliating, towards the person it is aimed at.

Behaviour may be a single incident or repeated. It may be explicit or implicit, verbal or non-verbal. Although the intent may vary, if the behaviour is unwelcome, or the effect is to offend, humiliate or intimidate, the behaviour will be defined as harassment.

For the purposes of this policy, sexual harassment is any unwelcome behaviour that has a sexual element. Sexual harassment is not limited to members of the opposite sex. Behaviour constituting sexual harassment can take many different forms, including but not limited to:

- unwelcome physical contact
- sexual jokes and propositions
- remarks or innuendo of a sexual nature.

### **People with a Disability**

The Club will not discriminate against any person because they have a disability.

### **People from Diverse Cultures**

The Club will support, respect and encourage people from diverse cultures and religions to participate in the Club.

### **Sexual and Gender Identity**

All people regardless of their sexual identity or gender identity are welcome at the Club.

### **Responding to Complaints**

#### **Complaints**

All complaints will be handled based on procedural fairness. The role of the Club Manager or the Club President who may be the first point of contact, is to serve in an unbiased capacity to listen to the complaint, offer support, treat the matter confidentially, provide advice on

procedures, take action as outlined in this policy and refer the matter to the Club Board if, and when appropriate.

## **Complaint Procedures**

### **Informally between the people involved**

The Club recognises that discrimination and harassment can be complex and sensitive matters and can sometimes be best dealt with informally with the aim of minimising any damaging effects. The Club encourages members who experience discrimination or harassment to inform the person that the behaviour is unwelcome, unacceptable, contrary to policy, and to ask that the behaviour cease.

Members are advised to use the Club's "Incident Report Form" and to keep notes themselves that document the behaviour. Records should also include any discussions that may have occurred, and reference the time, place, and witnesses. If an informal resolution is not possible, it may be necessary to resort to formal procedures to resolve the complaint. The completed Incident Report Form may be sent to the Club Manager or Club President at the discretion of the 'complainant'.

### **Informally with involvement of the Club Manager**

If the Club member (referred to as the 'complainant') chooses not to confront the person (referred to as the 'respondent'), or if confronting the person fails to cease the behaviour, then the matter should be brought to the attention of the Club Manager or Club President. If the complainant feels uncomfortable with the Club Manager being their first point of contact, he or she may approach the Club President or any other member of the Club's Board. The complaint between the parties may be resolved informally through discussion, and/or an apology, and/or a commitment to cease the behaviour, whichever the two parties have agreed upon.

In this case, the Club Manager, will:

- arrange and attend a meeting with the parties if appropriate;
- receive and review any relevant "Incident Report Forms";
- keep a record of all communication either verbal or written between all parties ;
- report the matter to the President and the Club Board ; and
- establish a follow up date to ensure the behaviour has not recurred, in which case no further action is deemed necessary.

### **Formally involving Dispute Resolution Procedure**

If the complaint cannot be resolved informally, the complainant may proceed with a formal complaint. The President is responsible for ensuring a formal complaint is investigated and mediated or reconciled confidentially in an unbiased and prompt manner. When a formal complaint exists it will be directed to the Club Manager who will assist by:

- advising the President and Club Board that a formal complaint has been received;
- advising parties to the complaint in writing, that the matter will be handled in accordance with the Club's Constitution relating to "Resolving Disputes". The Club Manager and other Club Board Members as determined by the Board, will be

responsible for following the procedures in the Constitution which include, amongst other things:

- requesting the complainant to obtain supporting evidence from other Club members who may have witnessed the behaviour ;
- interviewing the respondent;
- gathering more information from other people by way of interview;
- bringing parties involved in the complaint together in order to mediate the problem;
- reporting the outcome of the meeting to the Club Board with a recommendation; and
- advising the complainant and respondent of the outcome in writing. At any stage in the process, the parties can seek advice from the anti-discrimination.

Any penalties resulting from this policy are at the discretion of the Board.