

Bullying, Harassment & Discrimination

Policy Overview

Bullying, sexual harassment, discrimination and victimisation are unlawful and Share the Dignity has zero tolerance of this conduct. We strive to create and maintain an inclusive environment where everyone is able to achieve their full potential and opportunities are awarded on merit. This policy explains what constitutes bullying, sexual harassment, discrimination and victimisation and what to do if you witness behaviour that may be in breach of charity policy or wish to raise a concern or complaint.

Who this policy applies to

This policy applies to all volunteers of Share the Dignity in Australia.

When this policy applies

This policy applies at all times when a person is representing Share the Dignity, or volunteering on behalf of Share the Dignity, whether on our premises or off-site. Off-site volunteering includes volunteers working from home, at business collection points, charity locations, storage facilities or any other location where they are carrying out their duties.

It applies to after hours and off-site activities and functions that are organised by Share the Dignity, or which are attended on behalf of Share the Dignity. This includes team events, charity fundraisers and celebrations and corporate sponsor entertainment.

1.0 Policy

1.1 Bullying

Bullying is any unreasonable and repeated behaviour towards a person, or a group of people, that creates a risk to mental or physical health and safety. The unreasonable behaviour may vary and be repeated over a period of time. Unreasonable behaviour means any behaviour that a reasonable person, with respect to all the circumstances, would expect to victimize, humiliate, undermine or threaten. A single incident of unreasonable behaviour is not considered bullying, however it may constitute a breach of our policies and will not be tolerated.

It's important to understand that intent is irrelevant when it comes to bullying. Therefore, it is important for all volunteers to be mindful of how their behaviour may be perceived by others.

A broad range of behaviours can be considered to be bullying. Some examples of behaviour that may constitute bullying are:

- verbal abuse, insults or name-calling;
- continually making jokes about a person, or singling out one person for remarks more often than others in a group;
- personal attacks, threats, intimidation and misuse of power;
- unjustified criticism or excessive scrutiny of work;
- deliberate exclusion or isolation;
- deliberately withholding information from someone where that information is essential to their ability to perform their volunteer work effectively;



"No woman should suffer the indignity of choosing between eating or buying sanitary products"

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- assigning someone meaningless or impossible tasks, or setting tasks that are unreasonably above or below someone's ability; or
- removal of responsibilities or deliberately overloading someone with volunteer work.

1.2 Sexual Harrasment

Sexual harassment means unwelcome conduct of a sexual nature where a reasonable person, having regard to all the circumstances, would have anticipated the possibility that the person harassed would be offended, humiliated or intimidated. The intention of the harasser is irrelevant.

Some examples of sexual harassment are:

- Repeatedly asking your team mate to go on a date when that person has already declined.
- Sending an email from your computer to your team mates that contains an attachment with a semi-naked person in a sexual pose.

1.3 Discrimination

Share the Dignity will not tolerate unlawful discrimination or racial or religious vilification. These terms are explained below.

Unlawful discrimination means direct or indirect discrimination on the basis of a Protected Attribute. Protected Attributes are specifically listed in anti-discrimination legislation.

A Protected Attribute is a person's:

- Age
- Breastfeeding
- Disability or impairment
- Gender identity
- Industrial activity
- Lawful sexual activity
- Marital status
- Status as a parent or carer
- Physical features
- Political belief / activity
- Pregnancy
- Race
- Religious belief / activity
- Sex
- Sexual orientation

A Protected Attribute also includes a person's association with someone who is identified by reference to a Protected Attribute.

Direct discrimination occurs if a person treats another person with a Protected Attribute unfavourably because of that Protected Attribute. Some examples of direct discrimination are:

- Not offering volunteer work to an older person because of his/her age.
- Excluding a team mate from a Share the Dignity event at a pub because she is pregnant.

Indirect discrimination occurs if a person imposes a requirement, condition or practice that disadvantages a person with a Protected Attribute and that requirement, condition or practice is not reasonable. Some

examples of indirect discrimination are:

- Deliberately scheduling team meetings at a time where volunteers working full time can reasonably not attend, when the meeting could be held after hours
- Holding a team building event at a sporting venue that does not permit access or participation by a volunteer with a disability.

Unlawful discrimination can occur even if you do not intend to discriminate.

Racial or religious vilification means conduct that incites hatred against, serious contempt for, or revulsion or severe ridicule of, a person or group of persons on the basis of their race or religious belief. Serious racial or religious vilification involves a threat to harm another person or their property, and is a criminal offence.

Some examples of racial or religious vilification are:

- Sending an email to your team mates which ridicules indigenous Australians.
- Making threats to harm a team mate because he/she is a Muslim (serious religious vilification).

Victimisation means unfavourable treatment of someone who reports or complains about any of the conduct covered by this policy.

1.4 Reasonable Management

Reasonable management by a manager or supervisor does not constitute a breach of this policy. This means that managers or supervisors are able to make reasonable, lawful decisions, provide constructive feedback and lawful instruction to volunteers, including setting realistic tasks and expecting them to be completed, set achievable volunteer work standards and give feedback where conduct or performance is not up to the required standard.

Share the Dignity recognises that in any professional environment there will be occasional differences of opinion and problems in volunteer relations. Where these differences and problems are dealt with in a professional manner, in accordance with charity policies, they will not be considered a breach of this policy.

2.0 Policy Breaches and Possible Outcomes

Share the Dignity does not pre-empt outcomes or action as a result of breaches of this policy. Share the Dignity will consider appropriate action at the time. Possible outcomes include termination of the volunteer relationship.

3.0 How to Raise a Concern or Complaint

3.1 Share the Dignity encourages open communication in a supportive environment and is confident that most questions or concerns can be resolved by speaking with their manager or alternatively, Rochelle Courtenay.

3.2 Everyone has the right to raise legitimate concerns or complaints according to charity policy and procedure, without fear of victimization or reprisal. Please be aware that Share the Dignity has a responsibility to notify the police where it becomes aware of an alleged criminal matter.

To raise a concern or complaint, please:

1. Speak with a Manager in the first instance. In the event that you wish to speak to someone other than your Manager, people are encouraged to contact Rochelle Courtenay
2. Upon request, provide any evidence or other information supporting your concern or complaint. In some instances, you may be asked to make your complaint in writing to assist the charity to investigate where necessary
3. Make yourself reasonably available to discuss concerns further or if need be, cooperate where the

charity is looking into the concern or complaint

4. It is important that information about the concern or complaint is kept strictly confidential, except instances where you are compelled by law to disclose information or engaging with a support person

Managers have a responsibility to ensure that concerns or complaints are taken seriously and dealt with promptly. If a volunteer raises a concern or complaint, Managers must:

1. Ensure the conversation occurs in a confidential setting, either face to face or over the phone, as soon as practicable after becoming aware of the concern or complaint. The volunteer may wish to engage a support person
2. Escalate serious concerns or complaints promptly to Rochelle Courtenay
3. Keep detailed notes of the conversation, including all dates/times, details, evidence and witnesses as relevant
4. Refrain from making any promises to the person raising the concern or complaint. This is because outcomes cannot be determined until after the charity has been able to look into the concern or complaint
5. Maintain confidentiality regarding the concern or complaint and refrain from discussing it with any unauthorised person

The obligation of confidentiality does not prevent Share the Dignity from using or disclosing any information necessary to initiate or defend any legal proceedings, or to make any submissions in relation to any inquiry or complaint, or to refer a matter to the police.

A person making a legitimate complaint will not be treated detrimentally because they make a complaint.

4.0 Questions

If you have any questions about this policy, please ensure you speak with your Manager.