

DISCRIMINATION, SEXUAL HARASSMENT AND BULLYING POLICY

INTRODUCTION

U3A Ballarat is committed to providing an environment which is free from discrimination, sexual harassment and bullying. Behaviour that constitutes discrimination, sexual harassment or bullying is inconsistent with the U3A Ballarat Code of Conduct and will not be tolerated. Such behaviour may lead to disciplinary action which could result in expulsion or suspension of U3A Ballarat membership.

PURPOSE

This document sets out U3A Ballarat's policy on discrimination, sexual harassment and bullying and the processes that will give effect to the policy. The policy also aims to foster an organisational culture in which such behaviour is not tolerated.

The principles set out are intended to apply to any U3A Ballarat related context.

For the purposes of this policy, the following definitions apply.

Discrimination occurs when someone is treated unfavourably because of a personal characteristic that is protected under Commonwealth or State legislation.

Sexual harassment includes unwelcome conduct of a sexual nature in circumstances in which it could reasonably be expected to make a person feel offended, humiliated or intimidated where a reasonable person, having regard to all the circumstances, would have anticipated that the person harassed would be offended, humiliated or intimidated.

Bullying may include behaviour that is directed toward an individual member, group of members, volunteer, or group of volunteers, that creates

a risk to health and safety e.g. physical and/or verbal abuse; undue criticism; humiliating remarks; spreading of misinformation or malicious rumours; practical jokes; excluding or isolating individuals from activities; withholding essential information; or giving impossible tasks.

U3A Ballarat provides equal membership and volunteering opportunity to people without discrimination based on a personal characteristic protected under state and federal equal opportunity legislation.

Procedures

U3A Ballarat encourages any member or volunteer who feels they have been the subject of such behaviour to take action. Where circumstances permit, the aggrieved person should make it clear that such behaviour is unwelcome or offensive. Alternatively, or in addition they are requested to report any behaviour that they consider constitutes discrimination, sexual harassment or bullying to the Secretary at info@u3aballarat.org.au who will inform the President. Members and volunteers should feel confident that any complaint they make will be treated as confidential as far as possible.

A report of discrimination, sexual harassment or bullying will be investigated promptly in accordance with the Rules of Association Grievance Procedures.

Members and volunteers may also lodge a complaint with the Victorian Equal Opportunity and Human Rights Commission, or the Australian Human Rights Commission.

Any questions about this policy should be referred to the Secretary at info@u3Aballarat.org.au

Responsibilities

U3A Committee of Management is responsible for:-

developing, adopting, implementing and publishing this policy- fostering a culture that discourages discrimination, sexual harassment bullying
- setting an example by their own behaviour, and - ensuring that complaints are properly investigated

U3A Secretary is responsible for:- receiving complaints of a breach of this policy and bringing them to the attention of the President.

U3A Members and volunteers are responsible for:- treating others with respect in accordance with the Code of Conduct - familiarising themselves with this policy and, where appropriate, suggesting ways in which practices, systems and procedures could be improved to reduce the likelihood of discrimination, sexual harassment or bullying occurring.