

## **Friends of Cornish Hill: Expected Standards of Appropriate Behaviours Policy**

### **1. Scope**

This Policy applies to behaviours that occur in relation to any activity that could reasonably be seen to be related to the activities of Friends of Cornish Hills (FoCH).

### **2. Policy Statement**

FoCH recognises that bullying, discrimination, harassment, victimisation, vilification, occupational violence and victimisation can exist in any working and volunteer environment, and that this can seriously impact on the health, confidence, morale and performance of those affected by it, including anyone who witnesses or has knowledge of the unacceptable behaviour.

Friends of Cornish Hill (FoCH) is committed to being a healthy and effective association, where all FoCH members, FoCH Committee members, contractors, volunteers, and other external parties are free from bullying, discrimination, harassment, sexual harassment, vilification, occupational violence and victimisation (together known as unacceptable behaviours).

All FoCH members are responsible for ensuring that at no time, in relation to any activity related to FoCH, there is bullying, discrimination or harassment on the basis of any personal protected attribute, sexual harassment, victimisation, vilification, occupational violence or victimisation. (See Appendix 1 for Definitions).

FoCH also expects contractors, volunteers and other external parties to behave in a manner which is consistent with this Policy.

FoCH will take constructive action about complaints of unacceptable behaviour.

### **3. Actions**

- 3.1. FoCH Committee will ensure that all existing members are made aware of this Policy and its behavioural expectations.
- 3.2. FoCH Committee will ensure that all new members are made aware of this Policy and its behavioural expectations.
- 3.3. FoCH Committee will ensure that contractors and volunteers are made aware of this Policy and its behavioural expectations.
- 3.4. Any person who believes that they have been subjected to unacceptable behaviour in the course of their activity with FoCH (the complainant), is encouraged to bring it to the attention of a member of the FoCH Committee.
- 3.5. The FoCH Committee member will treat the complainant empathetically and non-judgementally and, in consultation with the complainant, will determine an appropriate course of action.
- 3.6. In accordance with the wishes of the complainant, and noting the need for confidentiality, the FoCH Committee member may consult with other FoCH members in order to canvas courses of action.
- 3.7. Courses of action include (but are not limited to):
  - I. If the complaint is against another FoCH member consider mediation and/or invoke relevant processes under the FoCH Rules.
  - II. If the complaint is against a non FoCH member, determine an appropriate process relevant to the circumstances eg directly with the person involved and/or with the employer or contracting body or body responsible for the non FoCH member, as relevant to the interaction with FoCH.
- 3.8. Any process undertaken will be in accordance with the principles of natural justice.
- 3.9. The FoCH Committee will monitor the complaint handling process and outcomes and will also determine if any additional support to the complainant is appropriate.

## Appendix 1: Definitions

Bullying	<p>Bullying has a negative impact on an individual's health and affect their ability to do their work.</p> <p>Workplace bullying is characterised by persistent and/or repeated negative behaviour directed towards an individual or group of individuals that creates a risk to health and safety.</p> <p>Negative behaviour is that which victimises, humiliates, undermines or threatens the person being bullied, or would reasonably be expected to do so.</p> <p>The alleged bully need not even know that their behaviour is having any of the above effects. It is sufficient that they could or should reasonably have known that their conduct was affecting people in that way.</p> <p>Bullying can include the following types of behaviour:</p> <ul style="list-style-type: none"> <li>• Verbal abuse and yelling (e.g. being sworn at, humiliating someone through sarcasm, threats, insults, continual criticism, name calling, practical jokes);</li> <li>• Hostility toward a new member or volunteer;</li> <li>• Abusive emails, text messages, SMS or social media;</li> <li>• Threatening body language;</li> <li>• Unreasonable demands, unnecessary pressure and impossible deadlines which are targeted at an individual and unrelated to legitimate operational requirements;</li> <li>• Unreasonably undermining a person's work performance, recognition or position;</li> <li>• Unjustified exclusion of a person from workplace activities;</li> <li>• Giving someone the majority of unpleasant tasks;</li> <li>• Deliberately withholding work-related information or resources, or supplying incorrect information; or</li> <li>• Inappropriate interference with personal belongings or work equipment.</li> </ul>
Personal protected attribute	<p>Personal protected attributes are the following (actual or assumed) personal characteristics on the basis of which discrimination is prohibited under Commonwealth and Victorian legislation:</p> <ul style="list-style-type: none"> <li>• Age</li> <li>• Carer status</li> <li>• Disability (including physical, sensory and intellectual disability, work related injury, medical conditions, and mental, psychological and learning disabilities)</li> <li>• Employment activity</li> <li>• Gender identity</li> <li>• Lawful sexual activity</li> <li>• Sexual orientation</li> <li>• Industrial activity</li> <li>• Marital status</li> <li>• Parental status</li> <li>• Physical features</li> <li>• Political belief or activity</li> <li>• Pregnancy and breastfeeding</li> <li>• Race (including colour, nationality, ethnicity and ethnic origin)</li> <li>• Religious belief or activity</li> <li>• Sex</li> <li>• Expunged homosexual activity</li> <li>• Personal association with someone who has, or is assumed to have, one of these personal characteristics</li> </ul>
Discrimination or harassment	<p>Discrimination is treating, or proposing to treat, someone unfavourably based on a personal protected attribute. It can be direct or indirect. Discrimination can also occur when systemic practices unreasonably disadvantage (or could disadvantage) people with a protected attribute. In determining whether a person has discriminated against someone else, the person's motive is irrelevant.</p> <p>Harassment on the basis of personal protected attributes is a form of discrimination and refers to a wide range of deliberate and unintentional behaviours, based on an attribute as listed above, which are unwelcome and uninvited, and which are reasonably likely, in all the</p>

	<p>circumstances, to humiliate, intimidate or offend. It includes behaviour which may be written, printed, verbal, non-verbal or physical (including transmission or display of inappropriate electronic communications, use of social media).</p> <p>Examples of potential harassment include:</p> <ul style="list-style-type: none"> <li>• Spreading gossip about a person, such as gossip about a person's (real or assumed) attribute</li> <li>• Sexist or racist language or humour or images or emails</li> <li>• Intrusive personal questions based on an attribute</li> <li>• Displays of images (eg on computers, social media, posters, or graffiti) which target attributes and give rise to offence</li> <li>• Negative comments, taunts, jokes or insults eg at the expense of others' attributes</li> <li>• Negative comments or actions about adjustments made because of a person's disability or culture or carer responsibilities</li> </ul>
Sexual harassment	<p>Sexual harassment is where a person engages in any unwelcome conduct of a sexual nature in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated the possibility that the other person would be offended, humiliated or intimidated. Sexual harassment can occur even if the behaviour is unintentional, and a single incident can amount to sexual harassment.</p> <p>Sexual Harassment refers to a wide range of behaviours and includes behaviour which may be written, printed, verbal, non-verbal or physical (including transmission or display of inappropriate electronic communications, use of social media).</p> <p>Examples of potential sexual harassment include:</p> <ul style="list-style-type: none"> <li>• Physical intimacy or contact</li> <li>• Sexual jokes, images, emails, gestures, remarks or conversations</li> <li>• Intrusive personal questions</li> <li>• Spreading gossip about a person, such as sexual gossip</li> <li>• Displays of sexually explicit images (eg on computers, social media, posters, or graffiti)</li> <li>• Requests for sexual acts or favours, or unwelcome or repeated gifts or requests for 'dates'</li> <li>• Indecent assault, rape or stalking (which are also criminal offences)</li> </ul>
Vilification	<p>Vilification is behaviour that incites hatred, serious contempt for, or revulsion or severe ridicule of a person or group of people because of their race or religion. The legal definition is conduct that 'incites hatred, serious contempt, revulsion or severe ridicule'.</p> <p>Behaviour that could be seen as vilification includes:</p> <ul style="list-style-type: none"> <li>• Speaking about a person's race or religion in a way that could make other people hate or ridicule them</li> <li>• Publishing claims that a racial or religious group is involved in serious crimes without any proof</li> <li>• Repeated and serious spoken or physical abuse about the race or religion of another person</li> <li>• Encouraging violence against people who belong to a particular race or religion, or damaging their property</li> <li>• Encouraging people to hate a racial or religious group using flyers, stickers, posters, a speech or publication, or using websites or email.</li> </ul> <p>It is also against the law to give permission or help someone to vilify others. For example, a person who is a Muslim, complains that a social networking site publishes offensive material that encourages people to hate Muslim people.</p>
Occupational violence	<p>Most of us understand that extreme acts of violence are unacceptable. But not everyone realises there is a scale of violence and aggression.</p> <p>Occupational violence involves incidents in which a person is abused, threatened or assaulted in circumstances relating to their work. This definition covers a broad range of actions and behaviours that can create a risk to the health and safety of employees. Some examples include:</p> <ul style="list-style-type: none"> <li>• Aggressive gestures or expressions such as eye rolling and sneering;</li> <li>• Talking down to or raising your voice;</li> </ul>

	<ul style="list-style-type: none"> <li>• Verbal abuse such as yelling, swearing and name calling;</li> <li>• Intimidating physical behaviour such as standing in a worker's personal space or standing over them;</li> <li>• Physical assault such as biting, spitting, scratching, pushing, shoving, tripping and grabbing; or</li> <li>• Extreme acts of violence and aggression such as hitting, punching, strangulation, kicking, personal threats, threats with weapons, or sexual assault (which are also criminal offences).</li> </ul> <p>Being exposed to these incidents repetitively can have a cumulative and significant ongoing effect on wellbeing.</p>
Victimisation	<p>Victimisation means punishing or threatening to punish someone. It is against the law to punish or threaten to punish someone because they have:</p> <ul style="list-style-type: none"> <li>• Asserted their rights under equal opportunity law;</li> <li>• Made a complaint;</li> <li>• Helped someone else make a complaint; or</li> <li>• Refused to do something because it would be discrimination, sexual harassment or victimisation</li> </ul>