

1 GETHSEMENE VOLUNTEER HARASSMENT & BULLYING PREVENTION POLICY

Every volunteer gets a “fair go”. Harassment and bullying of any person will not be tolerated at Gethsemene. Termination of the Volunteer Agreement may follow the reporting of such behaviour as set out in this policy, if complaints are found to be true.

1.1 Our Commitment to Harassment and Bullying Prevention

1. Gethsemene wants to prevent harassment or bullying from happening.
2. If any volunteer is harassed or bullied and can't resolve the situation with the person causing the harassment or bullying, your supervisor should be advised so that it can be resolved. This should either be done verbally or by emailing .
3. Gethsemene will deal with any harassment or bullying complaint seriously, sympathetically, quickly, fairly and confidentially
4. Gethsemene will do its best to ensure its volunteers are not victimised for making a harassment or bullying complaint
5. If Gethsemene agrees that the harassment or bullying occurred action will be taken to ensure the harassment stops. Harassing or bullying behaviour may result in the volunteer agreement being terminated
6. Gethsemene will discipline anyone who victimises someone else because they made a harassment or bullying complaint or supported someone in their harassment/bullying complaint. Victimisation will not be tolerated, and may result in the volunteer agreement being terminated
7. However, if it is found that a volunteer has deliberately falsely accused another person of harassment/bullying, then the person who made the false accusation may have their volunteer agreement being terminated

1.2 Unlawful Harassment and Bullying

It is against the equal opportunity laws in this country for any volunteer to harass or bully:

- Other volunteers in our workplace
- A customer or client of Gethsemene
- Visitors to Gethsemene

Other laws that harassment or bullying behaviour may break are:

- Workplace health and safety laws which require all employers and volunteers to conduct a “safe” workplace
- Some criminal laws, which means the police may prosecute those who commit acts such as sexual assault, stalking and harassing phone calls

1.2.1 Definition of Harassment and Bullying

Harassment is any uninvited or unwelcome behaviour that is reasonably likely to offend, humiliate or intimidate another person, it includes types of behaviour that:

- The other person does not want and does not return

- Offends, embarrasses, or scares them, and is either
 - Sexual, or
 - Targets them because of their race, sex, pregnancy, or other protected attributes

1.2.2 Harassing Behaviour

The following types of behaviour are banned in this workplace because they are likely to offend others. Disciplinary measures and possible dismissal may follow the reporting of such behaviour, if complaints are found to be true.

Harassment may be:

Verbal

Depending on how the other person is affected, any of the following behaviours could amount to harassment:

- Sexual or suggestive remarks
- Teasing or mocking a person or group because of their race, disability, age, sex, sexuality, or other protected attribute
- Imitating someone's accent or disability
- Unwanted sexual propositions
- Repeated, unwelcome invitations to go out with someone
- Spreading sexual rumours about someone
- Obscene or racist, sexist, anti-gay and other stereotyped telephone calls, letters, faxes, email messages or illustrations
- Jokes that may be offensive to some people or groups
- Repeated, unwelcome questions about someone else's personal life
- Sexual, sexist, racist, anti-gay and other stereotyped threats or insults
- Use of language that is not considered suitable in the workplace - for example, sexual, sexist, racist, anti-gay and other stereotyped name calling

Harassment may be:

Non-verbal

Depending on how the other person is affected, any of the following behaviour could amount to harassment:

- Sexually suggestive or offensive material on walls such as pin-ups, computer screen savers, faxes, email, and in other work areas
- Requests for sexual favours
- Threat of dismissal, loss of promotion and so on, for refusal of sexual favours
- Suggestive looks, leers or lewd comments about a person's appearance
- Insensitive or unwelcome jokes or pranks
- Displaying or circulating racist, sexist and other stereotyped cartoons or literature
- Mimicking someone with a disability

- Ignoring someone, not sharing information with someone, or being particularly cold or distant with them
- Offensive hand or body gestures
- Unnecessarily leaning over someone or standing too close to them
- Wolf whistling
- Continually ignoring or dismissing someone's contribution in a work meeting or discussion

Harassment may be:

Physical

- Pinching, patting, brushing up against a person, touching, kissing, or hugging against a person's will
- Pushing, shoving or jostling
- Threatened or actual sexual violence

1.2.3 Definition of Sexual Harassment

Sexual harassment is any unwanted, unwelcome or uninvited behaviour of a sexual nature which makes a person feel humiliated, intimidated or offended. Sexual harassment can take many forms and may include physical contact, verbal comments, jokes, propositions, the display of offensive material or other behaviour which creates a sexually hostile working environment.

Just because someone does not object to inappropriate behaviour in the workplace at the time, it does not mean that they are consenting to the behaviour. Sexual harassment is covered in the workplace when it happens at work, at work-related events, between people sharing the same workplace, or between colleagues outside of work. A single incident is enough to constitute sexual harassment – it doesn't have to be repeated.

Sexual harassment is against the law. Federal, state or territory anti-discrimination laws apply to Gethsemene. Legal action could be taken against a volunteer for sexual harassment and they could be exposing Gethsemene to liability.

1.2.4 Sexually Harassing Behaviour

The following types of behaviour of a sexual nature are likely to offend others.

- Uninvited touching
- Uninvited kisses or embraces
- Smutty jokes or comments
- Making promises or threats in return for sexual favours
- Displays of sexually graphic material left on notice boards
- Repeated invitations to go out after prior refusal
- "Flashing" or sexual gestures
- Sex-based insults, taunts, teasing or name-calling
- Staring or leering at a person or at parts of their body
- Unwelcome physical contact such as deliberately brushing up against them
- Touching or fiddling with a person's clothing including lifting up skirts or shirts

1.2.5 Definition of Bullying

Bullying is the repeated, unreasonable behaviour directed towards an volunteer or group of volunteers or people in a workplace that creates a risk to health and safety. It includes behaviour that intimidates, offends, degrades, undermines, victimises, threatens or humiliates a worker. It may include using a system of work to do those things.

1.2.6 Bullying Behaviour

Bullying behaviour can range from very obvious verbal or physical assault to very subtle psychological abuse. This behaviour may include:

- physical or verbal abuse
- yelling, screaming or offensive language
- excluding or isolating volunteers
- psychological harassment
- intimidation
- assigning meaningless tasks unrelated to the job
- giving volunteers impossible jobs
- deliberately changed work rosters to inconvenience particular volunteers
- undermining work performance by deliberately withholding information vital for effective work performance

Reasonable management actions carried out in a fair way does not constitute bullying. The following IS NOT bullying:

- Setting performance goals, standards and deadlines
- Allocating work to a volunteer
- Deciding not to select a volunteer
- Informing a volunteer about inappropriate behaviour
- Constructive feedback

1.3 Management's Role in Preventing Harassment and Bullying

All managers and supervisors must do their best to prevent harassment or bullying happening within their teams. It is the policy of Gethsemene that supervisors must:

- Understand the arguments supporting this policy so that any questions or concerns from volunteers can be dealt with effectively
- Not engage in any behaviour which could be interpreted as harassment or bullying
- Make it clear to all volunteers that harassment or bullying won't be tolerated
- Ensure the working environment is free of sexist, racist, or any other type of stereotyping material such as posters, pin-ups and screen savers
- Wherever possible, ensure the work environment, or the work processes do not make it easy for harassment or bullying to happen
- Follow up any volunteer/team behaviour changes that could mean that any volunteer has a harassment or bullying problem
- Ensure volunteers know that harassment/bullying is unacceptable in this workplace

- Ensure volunteers understand management want to know immediately if they experience any harassment/bullying that they can't resolve themselves. Ensure they know whom else the complaint procedure says they can talk with if they don't want to talk to their immediate manager as outlined in the complaint procedure
- Act immediately if harassment/bullying is witnessed or reported by following the instructions in the complaint procedure

1.4 Volunteers' Role in Preventing Harassment and Bullying

- All volunteers are responsible for respecting for the rights of others and should not be involved in or encourage harassment/bullying. Avoid harassing/bullying behaviour; back off and apologise immediately if the other person says, or indicates in any other way, that they don't like it
- If harassed or bullied, volunteers should tell the other person to cease the behaviour if they feel comfortable doing so. Ignoring the behaviour could be taken as tacit consent. If you feel uncomfortable doing this, or the behaviour doesn't stop after the request, the complaint procedure should be used.
- If volunteers personally witness anyone else doing anything that could amount to harassment or bullying, they should first talk with them about why it's unacceptable and advise them to stop
- If volunteers become aware that someone with whom they work with is being harassed or bullied, they should help to prevent it by offering support. For example:
 - Refusal to join in the harassment or bullying
 - Advising the harassed/bullied person that they have a legal right to a harassment-free workplace
 - Advising the harassed/bullied person they can say no to the person or people who are harassing them
 - Advising the harassed/bullied person to whom they can go and talk to about the harassment
 - Advising the harassed/bullied person that they should report the harassment using our complaint procedure if it doesn't stop
 - Advising the harassed/bullied person that they are willing to act as a witness if they decide to lodge a complaint
- Volunteers should not say anything defamatory or inflammatory to the person they allege is harassing or bullying them. No rumors should be spread about them. Either of these may worsen the situation and may cause a situation where they may need to be disciplined. They may also be sued for defamation.

1.5 Social Media, Harassment and Bullying

Gethsemene expects all volunteers to adhere to this policy when using social media.

1.6 For Further Information or Help

8. The following person at Gethsemen can assist with advice and information about harassment or bullying:

Sr Myree Harris. Mobile: 0414 956 065 Email: myreeharris@ozemail.com.au

John Star, President Mobile: 0400 825 479

9. View our Volunteer Fair Treatment Policy – see www.gethsemenecommunity.org.au *Click on How you can help – become a volunteer*