



# NSW WOMENS BOWLING Association Inc.

## HARASSMENT POLICY

We do not allow harassment in our sport.

This means that we make sure that every employee and member gets a fair go. Your sex, marital status, pregnancy, age, disability, homosexuality, carer's responsibilities, or transgender makes no difference to us. What matters to us is that you are able to work, enter, participate and enjoy the sport of Lawn Bowls.

We recognise that a member/employee can't enjoy or fully participate or be fully productive, if they feel that anyone they have to deal with in the sport (including customers, clients, visitors, teammates or opponents) are harassing them in either a sexual way, or because of their sex, race, age, disability and so on. That is why we will not tolerate any type of harassment in anything to do with our sport.

What is harassment?

Harassment is any type of behaviour that:

- The other person does not want and does not return,
- Offends, embarrasses or scares them and is
  - Sexual or
  - Targets because of their race, sex, homosexuality, disability, marital status, transgender, carers' responsibilities or age.

Harassment makes the workplace and the sport of Lawn Bowls uncomfortable and unpleasant.

Harassment often happens when people use power wrongly. The power may relate to:

- Position (for example, a supervisor over someone they are in charge of, or an executive member of a club or district).
- Cultural difference, or
- Number

There are many types of verbal, non-verbal and physical behaviours that could amount to harassment. The basic rule is that if someone else finds it harassing, then it could be harassment.

In this sport we have decided to ban the following types of behaviour. We have done this because these behaviours are extremely likely to offend others. If we find out that a member/employee has been involved in any of these banned behaviours, the member/employee will definitely be disciplined, and may be dismissed or suspended.

These are the behaviours that are banned in our sport:

- ❖ Touching anyone else's sexual parts of the body

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**Web:** [www.womensbowlsnsw.org](http://www.womensbowlsnsw.org)

**Email:** [eo@womensbow.nsw.org](mailto:eo@womensbow.nsw.org)

**Patron:** Her Excellency, Professor Marie Bashir AC,  
Governor of New South Wales

**All correspondence to be addressed to:**

Executive Officer, N.S.W.W.B.A.

**Phone:** 02 9267 7155 **Fax:** 02 9267 7254

- ❖ Initiation rites that are sexual, or could offend, humiliate or intimidate someone
- ❖ Referring to a person who is transgender by their previous name or gender, or calling him or her "it"
- ❖ Sexual or suggestive remarks
- ❖ Making fun of someone because of their race, disability, age, sex, sexuality and so on
- ❖ 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 so on) language or illustrations in any work/sport sponsored publication
- ❖ Offensive jokes
- ❖ Repeated, unwelcome questions about someone's personal life
- ❖ The use of language that is not suitable in the workplace or the sport of Lawn Bowls
- ❖ Suggestive looks and peers
- ❖ Unwelcome practical jokes
- ❖ Displaying or circulating racist, sexist and so on 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
- ❖ Continually ignoring or dismissing someone's contribution in a work meeting or discussion
- ❖ Unnecessary physical conduct
- ❖ Pushing, shoving or jostling
- ❖ Initiating rites that involve anything that could be regarded as sexual, sexist, racist, and so on
- ❖ Putting your hand or an object into someone's pocket

#### What we must do to prevent harassment:

It is the responsibility of all employees and members to respect the rights of others and never get involved in or encourage harassment.

Members and employees must respect other people. We are all different with different views about what we find acceptable and what we don't. Each of us has the legal right to a workplace and sport that feels safe, and that is NOT sexual, sexist, racist, anti-gay, anti-disability, ageist, or stereotyping in any other way.

Members and employees must be careful about anything that could be interpreted as sexual or stereotyping (putting down) people because of the group they happen to belong to. For example, be careful of:

- The words you use, the tone you use, and how you say things
- Throw away comments
- Sexual or stereotyping jokes
- Sexual or stereotyping pictures, cartoons, verse - on paper, walls, boards, faxes or computers
- Any type of touching
- Standing too close
- Gestures

- Sexual behaviour of any sort
- Isolating or segregating others
- Initiation rites

Either don't do it or check first to see if it's likely to be ok. Back off immediately (and apologise) if they say or indicate in any other way that they don't like it.

If a member/employee is harassed, they can tell them to stop it. If a member/employee does not feel comfortable doing this, or the perpetrators don't stop, please use our grievance procedure so that we can sort it out.

If a member/employee witnesses anything that they feel could amount to harassment, they must talk to the perpetrators about why they think it is bad and why they should stop doing it.

If a member/employee becomes aware that someone you work with or compete with/against is being harassed, you must help prevent it by offering support to them. For example:

- Refuse to join in the harassment
- Tell them they have a legal right to an harassment free workplace and/or sporting competition/venue
- Tell them they can say "no" to the person/people who are harassing them
- Tell them they should report the harassment, using our grievance procedure, if they don't stop
- Tell them you are willing to act as a witness if they do decide to lodge a complaint

You must not say anything to the person who says they are harassing them. You must not spread any rumours about them. If you do either of these things, we may have to discipline you. It is also possible that the person you spread rumours about could sue you for defamation.

**What NSWWBA Inc will do about harassment:**

We want to prevent harassment ever happening in our workplace and sport.

- We will present regular training and information programs about harassment, so that everyone knows what their rights and responsibilities are.
- If a member/employee is harassed and they can't sort it out with the person causing the harassment, you need to let us know about it so that we can sort it out. So, if this is happening to you, please use our grievance procedure. Our grievance procedure is fully explained in a separate document call the NSWWBA Inc. Member/Employee Grievance Form. The rest of this section gives you a very brief guide only.
- You can complain about any harassment problem to a NSWWBA Inc Member Protection Information Officer (names and contact details listed at the end of this document).
- We will deal with any harassment complaint seriously, sympathetically, quickly, impartially (fairly) and confidentially.
- We will do our best to make sure that you are not victimised or hassled in any way for making a harassment complaint.
- If we agree that the harassment happened, we will take action to make sure that harassment stops. We may also discipline the person or people who did it. If the harassment is serious enough, we may even dismiss or suspend the person or people who did it.
- However, if we find that someone who accused someone else of harassment lied about it, then we may discipline the person who lied. If the lies are serious enough, we may even dismiss or suspend someone for this.

Where to get more information or help

1. The following people in NSWWBA Inc are Member Protection Information Officers:

Executive Officer Heather Jackson 02 92677155	Chairman Constitution Revision Board Deb Smith 02 92677155 / 0428480517
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2. Our Grievance Procedure - NSWWBA Inc Member/Employee Grievance Form - can be found on the NSWWBA website, The Bowls Australia Member Protection Policy, or, obtained from the offices of the NSWWBA Inc.
3. Interpreters- the following places can help with interpreting:
  - (a) Community Relations Commission - 1300 651 500
  - (b) Telephone Interpreting Services - 131 450
  - (c) Auslan (Deaf Sign) Interpreter Service - (02) 9716 2248
4. The Anti Discrimination Board - You can contact the Anti Discrimination Board at any time for advice. If you don't feel that your harassment complaint is being handled properly, you can ask them to help sort out your complaint.

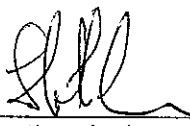
**NSW Anti Discrimination Board**

Level 17 201 Elizabeth St Sydney 2000 (02) 9268 5555 Fax (02) 9268 5500 TTY (02) 9268 5522	Wollongong Govt Offices 84 Crown St Wollongong 2500 (02) 4224 9960 Fax (02) 4224 9961 TTY (02) 4229 4143	Level One 414 Hunter St Newcastle West 2302 (02) 4926 4300 Fax (02) 4926 1376 TTY (02) 4927 1489
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\*TTY - Telephone typewriter for deaf or hearing impaired.

Toll Free number if calling outside of Sydney area - 1800 670 812

  
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Tricia Part  
President NSWWBA Inc

  
\_\_\_\_\_  
Heather Jackson  
Executive Officer NSWWBA Inc

Date

# NSWWBA Inc

## Member/Employee Grievance Form

### About you.....

Name \_\_\_\_\_

Address \_\_\_\_\_

Suburb and Post Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Work \_\_\_\_\_

Phone \_\_\_\_\_

Mobile \_\_\_\_\_ email \_\_\_\_\_

### Are you complaining for someone else?

(eg. Your child, or someone with a disability who cannot complain for themselves)

If yes, what is their name

What is your relationship to that person \_\_\_\_\_

### What happened?

We need to know what happened to make you believe that you have a grievance or complaint.

**When did it happen?** Give the exact time and date if you can.

It began on \_\_\_\_\_

It finished on \_\_\_\_\_

Is it still going on? Please circle YES/NO

### Who are you making the complaint against?

Individual's name \_\_\_\_\_



\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
If you need more space please add your own extra pages.

**Is there anyone helping you with this complaint/grievance who you would like us to talk to?**  
What is their name?  
\_\_\_\_\_  
Who are they?  
\_\_\_\_\_  
Contact Phone Number  
\_\_\_\_\_

**Have you done anything else to try and sort this out?**  
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**What would you like to see happen to sort this out?**  
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**Your Signature**  
\_\_\_\_\_

