

## **Redcliffe City Clay Target Club**

### **Anti-Harassment Policy**

#### **Policy statement**

The Redcliffe City Clay Target Club is committed to providing an environment free of harassment. We believe that anyone has the right to be treated with respect and dignity. The club will not tolerate harassment in our organisation. We will take all complaints of harassment seriously, and will ensure they are dealt with promptly, seriously, sensitively and confidentially. Disciplinary action can be taken against a person who is found in breach of this policy.

#### **Application of policy**

This policy applies to all people wishing to use the facilities provided at the Redcliffe City Clay Target Club.

#### **Unlawful harassment**

Sexual harassment and various other forms of harassment are unlawful under federal and state anti-discrimination laws. The Redcliffe City Clay Target Club has a responsibility to ensure that harassment does not occur in the course of any of our activities.

#### **Definition**

The definition of harassment immediately following has been adopted by the Redcliffe City Clay Target Club for the purpose of this policy. It includes but goes beyond what is prohibited by law and does not distinguish between the various different types of harassment.

#### **Harassment**

Harassment consists of offensive, abusive, belittling or threatening behaviour directed at a person or people, because of a particular characteristic of that person or people (including the person or peoples' level of empowerment relative to the harasser). The behaviour must be unwelcome and the sort of behaviour a reasonable person would recognise as unwelcome and likely to cause the person to feel offended, humiliated or intimidated.

Jokes and behaviour that are genuinely enjoyed and consented to by everyone present are not harassment. Sexual interaction or flirtation that is based on mutual attraction or friendship, and which is consensual or invited, is not sexual harassment. However, it is important to recognise that some people may accept or put up with behaviour they find harassing, especially if they hold a subordinate position relative to the group or individual engaging in the flirtatious or jovial behaviour. It is the responsibility of all people covered by this policy to err on the side of caution and to be sensitive to the impact of their behaviour, not just those to whom the behaviour is primarily directed.

#### **Responsibilities**

The Redcliffe City Clay Target Club is responsible for taking all reasonable steps to prevent harassment in our organisation and for ensuring our policy is well known throughout the organisation. This means we will take whatever steps necessary to ensure that everyone in the organisation knows:

- what harassment means
- that it is against the law; and

- that it will not be tolerated.

It is our shared responsibility to:

- comply with this policy
- offer support to anyone who is being harassed and let them know where they can get help and advice
- maintain complete confidentiality if they provide information during the handling of a complaint
- providing information as part of a legitimate investigation process
- avoid gossiping or spreading rumours about harassment. Such behaviour can result in legal action for defamation.

### **Harassment complaints**

We will deal promptly, seriously, sensitively and confidentially with any complaints about breaches of this policy. All complaints under this policy are to be forwarded to the Secretary (preferably in writing).

### **Disciplinary action**

The Redcliffe City Clay Target Club can take disciplinary action against any person found to be guilty of harassment. The discipline would depend on the severity of the case and could involve counselling, compulsory education, suspension or expulsion.

The Redcliffe City Clay Target Club can also take disciplinary action against anyone who victimises a person who has complained of harassment. 'Victimisation' means discriminating against a person, or harassing or bullying them in any way because they exercised (or even considered exercising) their rights under the legislation. We will take similar disciplinary action against any person in the Redcliffe City Clay Target Club who is found to have victimised anyone in this way.

We will take similar disciplinary action against any person in the Redcliffe City Clay Target Club who is found to have made false, vexatious or frivolous charges of harassment.

Apart from these internal ways of making a complaint, complainants may, at any time, contact the relevant state or federal anti-discrimination/human rights body for information or advice, or to lodge a complaint of discrimination.

The Committee

RCCTC