

CLUB MEMBERS HAVE THE RESPONSIBILITY TO CONTRIBUTE TO SAFE AND HARASSMENT-FREE SPORT BY: TREATING OTHERS WITH DIGNITY AND RESPECT, BEHAVING IN A MANNER THAT DOES NOT PUT EITHER YOURSELF OR OTHERS AT RISK OR HARM AND RESPONDING TO SITUATIONS WHERE YOU SEE OTHERS BEING TREATED UNFAIRLY, BULLIED OR HARASSED.

STATEMENT OF POLICY

Sexual harassment is unlawful. Mill Park Tennis Club Inc (hereto referred to as the Club) does not tolerate sexual harassment in any form. Every volunteer & club member has a responsibility to ensure that sexual harassment does not occur.

People participate in sport for many different reasons & should be able to do so knowing that they will be safe from harassment & abuse and treated fairly, with dignity & respect.

Anyone found to have sexually harassed another club member will be subject to disciplinary action that may include an apology, counselling or expulsion from the Mill Park Tennis Club. Reports of sexual harassment will be treated promptly, seriously and confidentially.

Complainants have the right to determine how a complaint will be treated. They also have the right to have a supporter or representative chosen by them involved in the process and the option to stop the process at any time.

The alleged harasser also has the right to have a supporter or representative chosen by them present when he/she responds to the allegations made.

No volunteer or club member will be treated unfairly as a result of making a complaint of sexual harassment. Immediate disciplinary action will be taken against anyone who victimises or retaliates against someone who has made a complaint of sexual harassment.

The Club will afford natural justice to any person involved in a dispute.

DEFINITION OF SEXUAL HARASSMENT

Sexual harassment includes any unwelcome behaviour of a sexual nature that could be reasonably expected to make someone feel offended, humiliated or intimidated. Behaviour such as unwanted sexual comments or abuse, unwanted sexual suggestions, offensive gestures and unwanted sexual contact can be interpreted as sexual harassment.

(It is important to remember that not everyone views behaviour in the same way. In assessing whether certain behaviour constitutes harassment, the intention of the alleged harasser is not considered. The focus is on the impact on the person harassed and whether or not the behaviour could reasonably have been expected to harass. All members need to be sensitive to how their behaviour is being received by others.)

HARASSMENT IS ANY TYPE OF BEHAVIOUR THAT IS **NOT WANTED, NOT ASKED FOR AND NOT RETURNED.**

EXAMPLES OF BEHAVIOUR THAT COULD BE SEXUAL HARASSMENT:

- Unwelcome comments about someone's sex life or physical appearance
- Leering and ogling
- Sexually offensive comments, stories or jokes
- A member making repeated sexual invitations or propositions towards another team member when the person invited has refused similar invitations before
- Physical contact such as touching or fondling or unnecessary brushing up against someone

Sexual harassment may occur between members, volunteers or visitors. It may occur wherever club members are interacting with others while competing, practicing, undertaking administration duties in the clubroom or at social events.

MAKING A COMPLAINT

A volunteer or club member who has been harassed may choose to take their complaint to the Mill Park Tennis Club Member Protection Information Officer or to the Victorian Equal Opportunity and Human Rights Commission 1300 292 153

INTERNAL COMPLAINT

A Club member who believes they have been harassed (the complainant) should:

- If comfortable to do so, inform the alleged harasser that the behaviour is offensive, unwelcome and against the Club's policy and should stop. Explain to them the incident from your point of view and how their actions made you feel. They may not have considered that their actions were harassing or hurtful and may immediately regret their behaviour.
- Make a note of the date, time and location of the incident
- If you are not comfortable to confront the alleged harasser or if the unwanted behaviour continues, contact the nominated Member Protection Information Officer of the Mill Park Tennis Club.
- If this is considered inappropriate then speak to a member of the executive committee

COMPLAINTS PROCESS

If a complaint is received then the Club Member Protection Information Officer will:

- Take the complaint seriously and be prepared to take steps to protect the complainant from the unwanted behaviour
- Record details and a full account of the incident(s) (date, time, location)
- Keep a confidential record of all details of this discussion and subsequent steps in the process
- Agree with the complainant on the next step, whether the complaint is to be handled as an informal resolution or a formal investigation. Ultimately, it is up to the complainant which process is taken informal or formal.

INFORMAL RESOLUTION

- Arrange a meeting with the alleged harasser of the complaint to talk to them about the behaviour and provide an opportunity for them to respond to the allegations.
- If possible, mediate an outcome that is satisfactory for the complainant
- Follow up to ensure that the behaviour does not re-occur
- Maintain confidentiality at all times during the process
- Ensure both parties understand their responsibilities under the Club policy

(RIGHTS: Not to be subjected to harassment while competing, practicing, undertaking volunteer duties in the club or at social events. To make a complaint about inappropriate behaviour and to have such complaints taken seriously and acted upon promptly. To have fair process and not be victimised if you make a complaint or are complained about.)

{RESPONSIBILITIES: To treat others with dignity and respect. To behave in a manner that does not put either yourself or others at risk or harm. To respond to situations where you see others being treated unfairly, bullied or harassed.}

FORMAL INVESTIGATION

If an informal resolution fails or the complainant requests a formal investigation, the Club Member Protection Information Officer will refer the matter to the Club executive.

The Club executive will:

- Interview the complainant & the alleged harasser independently
- Interview witnesses independently
- Keep confidential records of all interviews and investigation
- Determine whether sufficient evidence exists that sexual harassment has occurred and contact the Victorian Equal Opportunities & Human Rights Commission for advice. (*The Australian Sports Commission recommends you seek professional advice if a specific situation arises involving harassment.*)
- Ensure that the action meets the needs of the complainant and the Club.