



Harassment and Bullying Policy

MAINfm will not tolerate behaviours from visitors/members/presenters/staff that threatens or harms anyone at the Station.

All members must treat each other with dignity and respect at all times.

This Policy applies to Station premises and wherever the Station has an event outside the Station.

It is the responsibility of all persons involved with the Station to ensure proper standards of conduct are upheld in the Station and to ensure the environment is free of inappropriate behaviour.

It is the right of every individual to undertake their involvement with the Station in an environment that promotes personal satisfaction, maximises program performance and ensures the reputation of the Station is upheld at all times.

All complaints should be immediately reported to the Station Manager or Office Manager or a Committee of Management member.

Anyone who violates this policy may be required to leave the premises until an investigation is conducted.

Refusal to leave the premises if requested will result in Police being notified?

We encourage anyone who experiences breaches of the policy to report it immediately to the Station Manager or Office Manager or the Committee of Management.

Confidentiality is especially important because of the sensitive nature of the problem itself and the risk that someone's reputation might be publicly damaged.

In all cases, the utmost care will be taken to investigate complaints impartially, recognising the rights of all parties.

The behaviours below will not be tolerated, as they may cause major physical or emotional harm.

1. Sexual Assault or Abuse
2. Physical Assault or Abuse
3. Harassment
4. Bullying behavior
5. Hate Speech

Sexual Assault refers to any unwanted sexual behaviour which makes a person feel uncomfortable, threatened or scared.

Sexual Abuse includes both touching and non-touching behaviours.

Physical Assault A person who strikes, touches, or moves, or otherwise applies force of any kind to the person of another, either directly or indirectly, without the other person's consent

Physical abuse is any intentional act causing injury or trauma to another person by way of bodily contact.

1. Drafted: Di Indrans January 4th 2021, Reviewed/edited: Meg Butler January 25th 2021 10:14am, Adopted: 1st February 2021



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Harassment is any unwelcome offensive comment or action concerning a person's:

- race
- colour
- language
- ethnic origin
- gender
- sexuality
- marital status
- pregnancy
- disability
- political or religious conviction.

Bullying is repeated unreasonable action directed toward a member, or group that creates a risk to health and safety. Bullying includes any behaviour intended to intimidate or embarrass another person.

Examples of behaviour that could be bullying include:

- excluding someone from work place activities
- giving someone the majority of unpleasant tasks
- verbal abuse
- humiliating someone through sarcasm or insults
- intimidation.

Hate Speech

This includes, but is not limited to:

- personal attacks/slander
- racist remarks
- sexist remarks.

Any program containing the above material will be terminated immediately, and the presenter will face disciplinary action.

Confidentiality

Those who make reports, and those about whom accusations are being made, are entitled to confidentiality. Where there is suspected abuse or misconduct, committee members, employees or volunteers must not disclose or make use of the information in a manner that breaches confidentiality, other than to report and act consistent with this policy and Code of Conduct, and relevant statutory requirements.

Any committee member, employee or volunteer that makes a report in good faith in accordance with their reporting obligations will be supported by the Station and will not be penalised.

Reporting and Investigation:

1. Every effort will be made to keep any investigation confidential and respect the privacy of those involved.
2. At all times the safety of the other person is paramount.
3. A person who discloses sexual or physical abuse must be treated with respect.
4. A person who has formed a reasonable belief as defined above must report that belief to a Member of the Committee.

2. Drafted: Di Indrans January 4th 2021, Reviewed/edited: Meg Butler January 25th 2021 10:14am, Adopted: 1st February 2021



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Investigations

1. In the event of a person disclosing a breach of the policy, it is essential that it is dealt with sensitively and professionally.
2. The Committee of Management will investigate the circumstances.
 - a. The investigation will commence within 24 hours of a Committee member being informed of the alleged abuse.
3. If the Committee of Management forms a reasonable belief that a **Category (A)** breach of the policy has occurred or is likely to have occurred, the police must be notified.
4. A report on the investigation will be forwarded to the Committee of Management within seven days of the complaint being made.

Withdrawal of the individual

1. The first step is to consider withdrawal of the accused person from active duty, which could entail standing down (with pay, where applicable), re-assignment to other duties that do not have direct contact with the other person, or to work under increased supervision while the matter is being investigated.
2. During the investigation process, it may be necessary for a person to be stood down from their usual duties at the Station or suspended from all activities at the Station.
3. If the police are notified, it is the duty of all volunteers and staff to cooperate fully with the investigation.

Internal Disciplinary action

The Committee of Management reserves the right to submit the matter to a Disciplinary Sub-Committee for internal action.

Record Keeping

1. All reports of alleged abuse or harm, or risk thereof, are to be recorded including but not limited to, places, times, dates, names of people, observable behaviours or evidence of harm.
2. The Secretary must securely store reports.

At the completion of the investigation, the investigation will be allocated one of the following categories from the list below

Category A (Mandatory Police and Disciplinary Committee)

Category B (Police and or Disciplinary Committee)

Category C (Disciplinary Committee)

Category D (No Further Action)

All information gathered through the investigation are to be sealed and place in a secure location

Category A (Mandatory Police Involvement and Disciplinary Committee)

1. Violations of the Child Safe Policy
2. Sexual Assault or Abuse
3. Physical Assault or Abuse

Category B (Police Involvement and or Disciplinary Committee)

1. Harassment

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2. Bullying behavior
3. Hate Speech

Category C (Disciplinary Committee)

1. Initiating unnecessary physical contact with a person
2. Unlawfully discriminating against any person
3. Shaming, humiliating, oppressing, belittling or degrading a person

Category D (No Further Action)