

Coast Community Broadcasters Inc.

Trading as



todayscountry94one

WORKPLACE HARASSMENT & BULLYING POLICY

Policy number	19	Version	2
Drafted by	Colin Links	Approved by Board on	Jan 15 2020
Responsible person	Colin Links	Scheduled review date	April 2021

INTRODUCTION

At todayscountry94one we are committed to providing a work environment that is pleasant for volunteers to work in and conducive to good workplace relations.

This policy is aimed at ensuring that volunteers are not subjected to any unwanted workplace harassment or bullying. Harassment and bullying in the workplace decreases productivity, increases absenteeism, and is also against the law. For these reasons harassment will not be tolerated at todayscountry94one.

What is workplace harassment?

The most common form of workplace harassment is sexual harassment. Sexual harassment is behaviour of a sexual nature that is unwelcome and has the effect of offending, intimidating or humiliating the person being harassed. Sexual harassment most often happens against women, but men can also be subjected to sexual harassment.

Workplace harassment can also be based on other grounds including race, disability, age, pregnancy, marital status, homosexuality, transgender, or personal health status.

For the purpose of this policy 'harassment' includes bullying.

Harassment in the workplace can create an unpleasant or even hostile work environment. Harassment makes work difficult for everyone - the person being harassed, as well as volunteers witnessing the harassment. The harasser also is not concentrating on their work when he / she engages in this type of behaviour.

Workplace harassment usually consists of a pattern of unwelcome behaviour, however, it can consist of just one act where this is of a serious nature. Also there is no requirement that the harasser intend to offend or harm in order for it to be unlawful. All that is required under the law is that a reasonable person would consider that the person being harassed would be offended, humiliated or intimidated by the behaviour in question.

(Remember the key element of sexual harassment is that it is unwelcome behaviour. It has nothing to do with mutual attraction, or private, consenting friendships, whether sexual or not).

Examples of unlawful harassment:

- Suggestive comments about a person's body or appearance
- Leering or staring at a person or parts of their body
- Demands that revealing clothing be worn
- Tales of sexual performance
- Persistent, unwelcome proposals of marriage
- Gender based insults or taunting

- Sexist or racist jokes
- Pornographic or nude posters in the workplace
- Homophobic material displayed on the notice board
- Homophobic abuse
- Verbal or written abuse directed at a transgender person
- Touching a person in a sexual way
- Sexual assault (criminal offence)
- 'Flashing' (criminal offence)
- Obscene telephone calls (criminal offence)
- Asking questions about a person's sex life
- Unwanted confidences about a person's sex life or lack thereof
- Persistent requests for a night out where these are rejected
- Requests for sex where these are unwelcome
- Making jokes at the expense of a person with a disability
- Verbal abuse or derogatory comments based on race
- Abuse based on a person's age
- Bullying.

In some instances the harassment might take place outside the workplace: at the office Christmas party for example, or when a volunteer makes unwelcome phone calls to another volunteer at their home or follows them home from work.

If you go to another workplace to do your work there, it is also against the law to harass someone who is working there.

todayscountry94one recognises that workplace harassment may involve comments and behaviours that offend some people and not others. The management of todayscountry94one accepts that individuals may react differently to comments and behaviour. That is why a minimum standard of behaviour is required of volunteers. This standard is, as far as is possible, respectful of all volunteers.

Workplace harassment should not be confused with advice or counselling on the work performance or work-related behaviour of an individual or group which might include critical comments indicating performance deficiencies. Feedback or counselling on work performance or work-related behaviour differs from harassment, in that feedback or counselling is intended to assist volunteers to improve work performance or the standard of their behaviour. Feedback or counselling should always be carried out in a constructive way that is not humiliating or threatening.

Bullying

Bullying includes physical abuse and psychological abuse. Violent behaviour is a highly objectionable form of bullying. Note, however, that it can be manifested in more subtle ways that impact on the health and well-being of the victims of bullying.

Bullying in the workplace is harmful to the victims and the workplace culture. Our clear policy is to totally oppose bullying without differentiating between levels of responsibility. In other words, if a Committee Chairperson and a volunteer are guilty of bullying then no favouritism will be shown to the Chairperson compared to the volunteer.

If you believe that you are being harassed or bullied there are a number of important steps you should take.

Tell the person that their behaviour is unacceptable, and that it must stop. It is important to say these things to the harasser otherwise they may interpret your silence as consent. If you would feel too uncomfortable saying these things to the harasser, this will not mean that you don't have a valid claim.

Report the behaviour or incident to the station secretary or a Board member; you may wish to lodge a grievance under todayscountry94one's grievance handling policy.

Keep your complaint confidential - this will avoid idle gossip and the possibility of defamation proceedings against you or the organisation.

What will todayscountry94one do?

todayscountry94one has a legal responsibility to take reasonable steps to prevent harassment and bullying from happening in the workplace. This involves educating volunteers about harassment and bullying, putting in place this policy, implementing grievance procedures and ensuring compliance by all in the workforce.

If you make a complaint of workplace harassment or bullying it will be taken very seriously and will be dealt with sympathetically and in a confidential manner. The complaint will be investigated and, if found to be proved, appropriate warnings or other disciplinary action will be taken against the harasser. In serious cases the harasser may be dismissed.

You will not be victimised or treated unfairly for making a complaint.

The station secretary or chairman of the board may seek an independent investigation of the complaint by a board member.

If you are not satisfied with the way in which the organisation has dealt with your complaint, you can seek further advice from an outside agency such as the human rights and equal opportunity commission or the anti-discrimination agency or other relevant government agency. Refer to Clause 10 of the Constitution 2019.

Volunteers' Role

Each volunteer must ensure that they do not engage in harassing or bullying behaviour towards other volunteers, or todayscountry94one members.

Volunteers should be aware that they can be held legally responsible for their unlawful acts. Volunteers who aid, abet or encourage other persons to harass or bully can also be held legally liable.

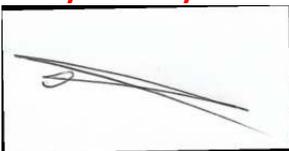
AUTHORISATION



Secretary

January 15 2020

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Colin Links

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January 15 2020

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