



COOPER PARK TENNIS ANTI HARASSMENT POLICY

Cooper Park Tennis is committed to providing a work environment free of harassment, where individuals are treated with respect and dignity. We will not tolerate harassing behaviour under any circumstances and will take disciplinary action against anyone who breaches the policy. This policy applies to all employees, directors, officers, volunteers, coaches and players.

This policy applies to behaviour occurring both within and outside the course of our business, activities and events, when the behaviour involves individuals associated with our team and negatively affects relationships within our facility and work environment.

Definition

The definition of harassment immediately following has been adopted by Cooper Park Tennis Pty Ltd for the purpose of this policy. It includes and goes beyond what is prohibited by law and does not distinguish between the various types of 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 people's level of empowerment relative to the harasser).

The behaviour must be unwelcome and the sort of behaviour a reasonable person would recognise as unwelcome. Behaviour constituting harassment can take many different forms and may be explicit or implicit, physical, verbal or non-verbal.

Examples include, but are not limited to:

1. Abusive behaviour aimed at intimidating someone in a less powerful position;
2. Jokes or comments directed at a person's body, looks, age, race, religion, sexual orientation or disability unwelcome remarks including teasing, name calling or insults innuendo, suggestive remarks or taunting;
3. Homophobic comments and/or behaviours;
4. Uninvited touching, kissing, embracing, massaging;
5. Staring, leering, ogling;
6. Smutty jokes and comments;
7. Persistent or intrusive questions about people's private lives;
8. Repeated invitations to go out, especially after prior refusal sexual propositions;
9. The use of promises or threats to coerce someone into sexual activity;
10. The creation of a hostile or sexually permeated environment by constant inappropriate references to sexual matters, the display of sexually explicit material (posters, cartoons, graffiti) or by the use of offensive email, faxes, letters or notes and
11. Sexual insults, taunts, name-calling.



Responsibilities

We are responsible for taking all reasonable steps to prevent harassment and ensuring its position is widely known through all levels of the organisation's activities. Our team will ensure that appropriate procedures are identified to handle harassment complaints. All employees, members, professionals and other persons associated with Cooper Park Tennis Pty Ltd are responsible for complying with this policy.

Confidentiality

Our management and officers responsible for implementing this policy will keep confidential the names and details related to harassment complaints, unless disclosure is necessary as part of the disciplinary or corrective process.

Complaint procedures

Our team recognises that natural justice is the minimum standard of fairness to be applied in the investigation and adjudication of a dispute.

Disciplinary action

Disciplinary action will be taken by Cooper Park Tennis against anyone who is found to be in breach of this policy. Disciplinary action will also be taken against anyone who victimises or retaliates against a person who has complained of harassment. The discipline will depend on the severity of the case and may involve an apology, counselling, suspension, dismissal or other form of action.

Right to appeal

Both parties to a complaint have the right to appeal the decision and recommendation of a panel if a matter of procedure, bias, or fairness is called into question. An appeals panel, made up of members other than those who formed the original review panel should handle formal appeals.

External action

Both complainant and alleged harasser may pursue advice or action from an external authority at any stage of the complaint procedure.

