

Lancefield Football Netball Club



Anti-Harassment / Sexual Harassment Policy & Procedures	Approval Date:	18 – 04 - 23
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PURPOSE

To ensure that all Committee Members, players, coaches, officials, volunteers and spectators associated with the Lancefield Football Netball Club enjoy an environment free from harassment of any kind including sexual harassment.

POLICY STATEMENT

Harassment of any kind is not acceptable at the Lancefield Football Netball Club and complaints related to behaviour of this nature (see definition) will be treated as serious and will be dealt with promptly, confidentially and impartially by the Committee or chosen independent party. No person who lodges a complaint with respect to harassment will be disadvantaged because they have made the complaint.

PROCEDURES

Refer to the Model Rules for our Grievance Resolution Procedures or disciplinary actions.

- Complaints relating to harassment should be dealt with as most serious and may require the involvement of an independent mediator, or the police in the case of a criminal offence
- Internally, formal complaints should be received by the President and Secretary (unless the complaint directly concerns the President or Secretary), then two executive committee members must be informed.
- The Secretary will manage a Harassment Register which will be recorded on the Club's external hard-drive.
- On receiving a complaint, the President and Secretary, jointly will decide whether
 - they are the most appropriate person to receive and handle the complaint
 - the nature and seriousness of the complaint warrants a formal resolution procedure
 - to appoint a person or persons to **investigate** (gather more information on) the complaint
 - to refer the complaint to mediation
 - to refer the complaint to a hearings tribunal
 - to refer the matter to the police or other appropriate authority; and/or
 - to implement any interim arrangements that will apply until the complaint process set out in these Procedures is completed.

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- Regardless of the process adopted, it will be based on the principles of justice where:
 - Both the complainant and the respondent must know the full details of what is being said against them and have the opportunity to respond, if this is safe to do so. If this isn't safe to do so, authorities must be informed to handle proceedings
 - Decision maker(s) must be unbiased, fair and just
 - Penalties imposed must be fair