



LONG REEF GOLF CLUB

DISCRIMINATION AND HARASSMENT POLICY

(LAST UPDATED 25 January 2018)

1. INTRODUCTION

Long Reef Golf Club (LRGC) is committed to providing an environment free from any form of discrimination or harassment including sexual harassment, and where individuals are treated with respect and dignity. LRGC will not tolerate discriminatory, harassing or sexually harassing behaviour under any circumstances and will take disciplinary action against any Member who breaches this policy.

This policy applies to behaviour occurring within any of LRGC's business, activities and events when such behaviour involving Members, guests, visitors and employees, negatively affects relationships within the Club.

The authority on which this policy is based derives from LRGC By-Law 35 and Sections 3, 11, 13 and 16 of LRGC's Constitution. This policy takes account of the relevant NSW and Federal legislation concerning discrimination and harassment. Basic information about Australian and NSW legislation concerning discrimination and harassment can be found in the document: "a quick guide to Australia's discrimination laws" published by The Australian Human Rights Commission on their website: <https://www.humanrights.gov.au>

2. DEFINITIONS and INTERPRETATION

2.1 For the purpose of this policy, discrimination, harassment and sexual harassment are defined as follows:

- (a) **Discrimination** is any unjust or prejudicial treatment of individuals on the basis of race, colour, gender, sexual orientation, religion political opinion or any other basis that a reasonable person would interpret as discriminatory.

(b) **Harassment** is any treatment of individuals that is humiliating, bullying, intimidating and/or aggressive in nature.

(c) **Sexual Harassment** is any harassment of individuals that has a sexual element that is unwelcomed, and that a reasonable person would interpret as offensive and/or humiliating to the individual to whom it is directed.

By way of interpretation, behaviour constituting sexual harassment can take many different forms including but not limited to unwelcome physical contact, comments or propositions of a sexual nature, and jokes. Such behaviour may be a single incident or repeated, and may be explicit, implicit or non-verbal. Although the intent may vary, if such behaviour is unwelcomed and/or the effect is to offend, humiliate or intimidate, the behaviour will be found to be sexual harassment.

3. RESPONSIBILITIES

LRGC is responsible for taking all reasonable steps to prevent discrimination and harassment, including sexual harassment. This includes ensuring its position is widely known by Members, employees, directors, guests and visitors. LRGC will ensure that appropriate procedures are identified to handle complaints accordingly.

LRGC is further responsible for ensuring that an awareness and understanding of discrimination, harassment and sexual harassment is promoted, and reporting of such events is encouraged regardless of who the offender might be. Complaints will always be treated confidentially and in an impartial, sensitive, fair and timely manner.

All Members and employees of LRGC are responsible for complying with this policy and to ensure Members' guests also comply.

4. DISCIPLINARY ACTION

LRGC will take disciplinary action where a Member is found to be in breach of this policy. Such action will also be taken where a Member is found to have victimised a person who has complained of discrimination harassment or sexual harassment.

If a Member is found to be in breach of this policy the disciplinary options will depend on the severity of the breach. Examples of such options include but are not limited to an apology, warning, a suspension or a revocation of membership.

5. CONFIDENTIALITY

The Board of LRGC will at all times keep confidential the names and details relating to complaints under this policy.

6. COMPLAINT PROCEDURES

LRGC recognises that natural justice is the minimum standard of fairness to be applied in the investigation and determination of a dispute arising out of a complaint under this policy. LRGc recognises that complaints involving matters under this policy can be complex, emotional and highly sensitive and may need to be dealt with informally with the aim of minimising any damaging effects to the individuals concerned.

If an informal resolution of a complaint is not possible it may be necessary to resort to the following formal steps to ensure natural justice and procedural fairness are applied:

- (a) An individual who experiences behaviour as defined in this policy is to inform the person concerned that their behaviour is unacceptable, unwelcome and contrary to the Club's policy, ask that the behaviour stop immediately and;
- (b) the individual is advised to make and keep notes which document the offending behaviour including time, place and any witnesses and;
- (c) where the individual chooses not to confront the person, or if confronting the person fails to stop the behaviour, the matter should be brought to the attention of any member of the Board of LRGc as soon as possible.

The role of the Board Member as a first point of contact, is to serve in an unbiased/impartial capacity to listen to the complaint, to offer support and procedural guidance and to refer the matter to the Board when appropriate.

LRGC recognises the importance of providing a choice of reporting mechanisms so that an individual with a complaint feels comfortable in coming forward to discuss and/or report an incident. It is always the right of an individual to decide to proceed with a complaint and to choose who on the Board to contact in the first instance.

When a complaint has been referred to the Board the President and another delegated Board Member will inform the person who is the subject of the complaint as to its nature and details. They will then inform both parties of their rights and responsibilities in proceeding with the complaint and act as mediators/conciliators between the parties in seeking to resolve the complaint and to follow up after that complaint to ensure there is no recurrence.

A complaint may be resolved informally through discussion, and/or an apology, and/or a commitment to stop the offending behaviour. In such cases the President

and delegated Board Member establish a follow up date to ensure the behaviour has not recurred in which case no further action is necessary.

In the event that a complaint under this policy cannot be resolved informally the individual concerned may make a formal, written complaint, which will then be dealt with under the procedures set down in Section 11 of the LRGC Constitution, which requires the Board of the Club to investigate, mediate and determine in a confidential, impartial and prompt manner.

7. RIGHT OF REVIEW

Both parties to a formal complaint under this policy are reminded of their right to seek a review of a decision made by the Board under Section 11 of the LRGC Constitution.

8. POLICY REVIEW

LRGC will ensure this policy is reviewed on a regular basis. Such reviews will take account of experience over time in applying this policy together with any future State of Federal legislative changes which may affect its operation.

The General Manager of LRGC will arrange for such periodic reviews.

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For and on behalf of the Board of Directors of Long Reef Golf Club (LRGC)
25 January 2018