

BASKETBALL ACT BULLYING POLICY

This policy is developed from Safe Work Australia's Guide for Preventing and Responding to Workplace Bullying.

It should be read in conjunction with the Work Health and Safety (Preventing and Responding to Bullying) Code of Practice 2012 (No 1): <http://www.legislation.act.gov.au/ni/2012-219/current/pdf/2012-219.pdf>

Our commitment

Basketball ACT is committed to providing a safe and healthy workplace and safe and healthy sporting environment free from bullying.

Workers and members are protected by this policy whether they feel bullied by a supervisor, another worker, contractor or member of the public (including players, referees and coaches).

Basketball ACT will treat reports of bullying seriously. Where possible, we will respond promptly, impartially and confidentially (noting also our obligation to provide natural justice).

Bullying in Basketball ACT member clubs and teams should be dealt with by the respective club/team at first instance. Basketball ACT should be notified if a satisfactory resolution is not reached.

This policy will be made available to all workers and members. New workers will be given a copy of this policy at their induction. Managers and supervisors will remind workers and members of the policy from time to time.

Expected workplace behaviours

Under work health and safety laws, workers and other people at our workplace must take reasonable care that they do not adversely affect the health and safety of others.

Basketball ACT expects people to:

- behave in a responsible and professional manner
- treat others in the workplace and Basketball ACT environment with courtesy and respect
- listen and respond appropriately to the views and concerns of others
- be fair and honest in their dealings with others.

This policy applies to behavior's that occur:

- in connection with Basketball ACT, even if it occurs outside normal working hours
- during Basketball ACT activities, for example when dealing with members
- at work-related events, for example at matches and basketball-related social functions
- on social media where workers or members interact with colleagues or other members and their actions may affect them either directly or indirectly.

What is workplace bullying?

Workplace bullying is defined as *repeated and unreasonable behaviour directed towards a worker or a group of workers that creates a risk to health and safety.*

Repeated behaviour refers to the persistent nature of the behaviour and can refer to a range of behaviours over time.

Unreasonable behaviour means behaviour that a reasonable person, having considered the circumstances, would see as unreasonable, including behaviour that is victimising, humiliating, intimidating, or threatening.

Single incidents of unreasonable behaviour can also present a risk to health and safety and will not be tolerated.

What is not workplace bullying?

Reasonable management action taken by managers or supervisors to direct and control the way work is carried out is not considered to be workplace bullying if the action is taken in a reasonable and lawful way. Similarly, coaching is not bullying if feedback is given in a reasonable manner, taking into account the totality of the situation.

What can you do?

If you feel you are being bullied and are not comfortable dealing with the problem yourself, or your attempts to do so have not been successful, you should raise the issue either with your supervisor, manager or other person within your club or Basketball ACT.

If you witness unreasonable behaviour you should bring the matter to the attention of your club or Basketball ACT as a matter of urgency.

How we will respond

If bullying or unreasonable behaviour is reported or observed we will take the following steps:

1. The responsible supervisor or manager will speak to the parties involved as soon as possible, gather information and seek a resolution to satisfactorily address the issue for all parties.
2. In the case of workplace bullying, if issues cannot be resolved or the unreasonable behaviour is considered to be of a serious nature, an impartial person will be appointed to investigate. Both sides will be able to state their case and relevant information will be collected and considered before a decision is made.
3. In the case of member bullying, if issues cannot be resolved or the unreasonable behaviour is considered to be of a serious nature, the issue will be resolved pursuant to the guidelines in the Basketball ACT Member Protection Policy.
4. All complaints and reports will be treated in the strictest of confidence. Only those people directly involved in the complaint or in resolving it will have access to the information.
5. There will be no victimisation of the person making the report or helping to resolve it. Complaints made maliciously or in bad faith will result in disciplinary action.

Consequences of breaching this policy

Appropriate disciplinary action will be taken against a person who is found to have breached this policy. These measures will depend on the nature and circumstance of each breach and could include:

- a verbal or written apology
- one or more parties agreeing to participate in counselling or training
- a verbal or written reprimand
- transfer, demotion, suspension or dismissal of the person engaging in the bullying behaviour.

If bullying has not been substantiated

If the investigation finds bullying has not occurred or cannot be substantiated, **Basketball ACT** may still take appropriate action to address any workplace issues leading to the report.