

WERRIBEE OBEDIENCE DOG CLUB INC BULLYING POLICY

1. PURPOSE

Werribee Obedience Dog Club is committed to providing all members and visitors and contractors to the Club, with a healthy and safe environment:

- free from bullying and violence
- where Werribee Obedience Dog Club members, visitors and contractors feel confident in reporting bullying and/or violence without reprisals; and
- where investigations into complaints are dealt with promptly, impartially and confidentially.

2. APPLICATION OF THIS POLICY

This policy prohibits bullying of, and by, all members and visitors or contractors to the Club. For the purpose of this policy, the Club rooms, the training ground, carparks, functions and events are included in this policy.

3. EXPECTED STANDARD OF CONDUCT AND CONSEQUENCES OF FAILURE TO COMPLY

3.1. Werribee Obedience Dog Club Members

Werribee Obedience Dog Club will not tolerate its members in any form of bullying in the club rooms, the training ground and carparks, including toward other members, visitors or contractors.

Any Werribee Obedience Dog Club member who engages in bullying will be subject to disciplinary action, upto and including termination of membership, and in-line with the circumstances of the case.

If necessary, the police will be contacted to deal with the instances of bullying. However, this should be a last resort.

3.2. Werribee Obedience Dog Club Visitors and Contractors

Werribee Obedience Dog Club expects visitors and contractors to refrain from engaging in bullying.

Visitors and contractors may be asked to leave the Club rooms, the training ground or carparks if they engage in bullying.

Sanctions may also apply to these visitors and contractors if they do not comply.

If necessary, the police will be contacted to deal with the instances of bullying. However, this should be a last resort.

4. DEFINITIONS

Bullying is a form of inappropriate behavior.

Bullying is defined as a repeated unreasonable behavior directed towards an individual or group of people that creates a risk to health and safety. This type of behavior is also inappropriate when directed towards visitors or contractors. Unreasonable behavior is that which victimises, humiliates, undermines or threatens the person being bullied, or would reasonably be expected to do so having regard to all the circumstances.

Bullying can include behavior such as, but is not limited to:

- Humiliating someone through sarcasm, criticism or insults;
- Unfair or excessive criticism
- Verbal abuse and yelling, using aggressive language;
- Deliberately excluding or isolating a person;
- Verbal or written abuse (e.g. being sworn at, threats, insults, continual criticism, name calling, practical jokes);
- Threatening body language;
- Unreasonably undermining work performance;
- Inappropriate interference with personal belongings or club equipment;
and
- Assigning meaningless tasks

Reasonable management action carried out in a fair manner is **not** bullying. For example, the following actions (among others) are not bullying:

- Setting goals, standards and deadlines;
- Constructively delivered feedback or counselling designed to assist a member improve their standard of behavior/conduct;
- Genuine and reasonable disciplinary procedures; or
- Directing/controlling how activities, events or functions are done.

Repeated refers to the persistent nature of the behavior, not the specific form the behavior takes. Bullying may involve a series of various incidents, and may be subtle or overt behavior.

Violence bullying behavior also includes violence which is any incident whereby a member, visitor or contractor is physical attacked or threatened in the Club rooms, training grounds or carpark.

Violence includes, but not limited to:

- Striking, kicking, scratching, biting, spitting or any other type of direct physical contact;
- Throwing objects
- Attacking with knives, guns, clubs or any other type of weapon
- Pushing, shoving, tripping, grabbing;
- Any form of indecent physical contact;
- A threat – means a statement or behavior that causes a person to believe that they are in danger of being physically attacked; and
- Physical attack –means direct or indirect application of force by a person or their dog to body or clothing or equipment of another person.

Violence can be perpetrated by:

- A member
- A visitor
- A person known to the Club
- A contractor;
- A stranger (i.e. intruder)

What if the Bullying is Discriminatory?

If a person being bullied believes that the person doing the bullying is discriminating against them, then they should refer to the Werribee Obedience Dog Club's *Equal Opportunity – Discrimination and Harassment Policy* in addition to this Policy.

5. RESPONSIBILITY

Werribee Obedience Dog Club expects all members to behave and treat fellow members, visitors and contractors with respect and courtesy when they are in the Club rooms, training grounds, carpark or attending any functions or events.

All Werribee Obedience Dog Club members have a responsibility to:

- Comply with this Policy and be familiar with their responsibilities under the Policy;
- Offer support to anyone who is being bullied and advise them where they can obtain help and advice;
- Be aware that these responsibilities apply to everyone who is a member of the Werribee Obedience Dog Club;

Any member who experiences or witness bullying and /or violence should report it as soon as possible to a Committee member or Instructor.

Werribee Obedience Dog Club Committee members and Instructors are expected to meet the standards of the Club but they also have a responsibility to:

- Lead by example and foster an environment where bullying is not tolerated and every individual should be treated with respect, courtesy and dignity;
- Provide information to members in relation to their rights and responsibilities concerning bullying;
- Where appropriate provide information to visitors and contractors regarding their rights and responsibilities concerning bullying at the Club;
- Ensure the members are aware of the Policy and their obligations under it;
- Take immediate action if they become aware of any instance of bullying in the Club rooms, training grounds or carpark, whether against members, visitors or contractors;
- Where appropriate, assist and support complainants to resolve complaints in accordance with the Werribee Obedience Dog Club Complaint Resolution Procedure; and
- Refer issues, as appropriate to an Investigation Committee

Other people present on the Werribee Obedience Dog Club premises

- Visitors and contractors should refrain from engaging in bullying
- Visitors and contractors should report any instances of bullying that is directed to them or they witness. Complaints should be made through the Complaint Resolution Procedure

6. OTHER GUIDANCE MATERIAL

Please refer to the following for other guidance material:

- Worksafe Victoria Guidance Note on Preventing and Responding to Bullying at Work, available at http://www.worksafe.vic.gov.au/___data/assets/pdf_file/0008/42893/WS_Bullying_Guide_Web2.pdf
- Worksafe Victoria guidance material on Occupational Violence, available at http://www.worksafe.vic.gov.au/___data/assets/pdf_file/0005/9554/WS_MIA_OCCUPATIONAL_VIOLENCE_WEB.pdf

7. RESPONSIBLE OFFICERS

Werribee Obedience Dog Club committee is responsible for the development, review and approval of this Policy.

8. REVIEW DATE

Date of Last Review – 23 June 2014

Date of Next Review – 23 June 2016