# Anti Bullying Policy

Policies · https://horshamu3a.org.au/docs/anti-bullying-policy/

## Introduction

1. U3A Horsham& District Inc. regards the dignity and autonomy of all people as core values of the organization. Bully behavior is based on the misuse of power in human relationships, and negates the dignity and autonomy of its victims
2. U3A Horsham& District Inc. is fully committed to eliminating, as far as possible, all forms of bullying in its operating environment and relationships, through a culture of openness, support and accountability.

## Purpose

The purpose of this policy is to outline U3A Horsham & District Incorporated’s position on bullying and to document the process for responding to a report of bullying.

## Policy

1. This policy deals with repeated unreasonable behaviour that constitutes bullying.
2. “Unreasonable behavior” is behavior that is offensive, humiliating intimidating, degrading or threatening. It includes, but is not limited to:

- verbal abuse
- excluding or isolating people
- humiliation through sarcasm, or belittling someone’s opinions
- constant criticism or insults
- spreading misinformation or malicious rumors
- displaying written or pictorial material which may degrade or offend
- deliberately setting work routines or procedures to inconvenience certain persons
- disproportionate assignment of unpleasant or meaningless work to certain persons.

3. “Bullying” is repeated, unreasonable behavior directed towards a person or group of persons. It includes behaviour that could be expected to intimidate, offend, degrade, humiliate, undermine or threaten.

4. Bullying can occur between two or more members.

5. Bullying that directly inflicts physical pain or harm amounts to assault and will not be dealt with under this policy (refer to Procedure, point 6).

6. There will be occasional differences of opinion, conflicts and problems. Only when the treatment or another person is repeated, unreasonable, offensive or harmful does bullying exist.

7. Formerly accepted behavior may be found to be bullying when it continues after a request from the complainant for the behavior to stop, or at the point it becomes intimidating, offensive or humiliating.

8, Horsham & District Inc. has a duty of care to provide a safe environment and accepts and acts on its duty of care. Any allegations of bullying that are reported to the Committee of Management will be investigated promptly, thoroughly, and fairly.

9. Complaints will be treated in confidence, and where confidentiality cannot be guaranteed this will be clearly indicated to the complainant.

10. All parties will be treated with respect.

11. The person against whom the allegation is made has the right to natural justice – that is, the right to know what is alleged against them, the right to put their case in reply, and the right for any decision to be made by an impartial decision-maker.

## Procedures

1, A person who believes he/she is the subject of bullying should take firm, positive and prompt action. Where appropriate, the bully/bullies should be made aware that their behaviour is offensive, unwelcome and unacceptable, and that it needs to stop immediately.

2. Where the behavior continues, or the person who feels bullied feels unable to speak directly to the perceived bully, he/she should report the matter to the U3A Horsham Secretary who will notify the President immediately

3. The President or his/her delegate, will provide support to the complainant and ascertain the nature of the complaint and the wishes of the complainant. The complainant may opt to have the

matter dealt with by formal investigation or by less formal means

4. In a case where both the Secretary and/or President may be the subject/s of the complaint another person on the Committee will be delegated to follow up the complaint.

5. The complaint will be handled in accordance with the Model Bullying Best Practice Guideline (www.lawcouncil.asn.au).

6. Some forms of severe bullying, for example, physical attacks or obscene phone calls, may constitute criminal conduct. While U3A Horsham & District Inc. is committed to treat most complaints about bullying at an organizational level as far as possible, potential criminal conduct is not suited to internal resolution and should be handled by the criminal justice system. Complainants will be advised of the option of police support or intervention. It is not the obligation or duty of U3A Horsham & District Inc. to report such matters to the Victorian Police on behalf of the complainant.

## Responsibilities

1. **U3A Horsham & District Inc.’s Committee of Management is responsible for:**

- Developing, adopting, implementing and publishing this policy.
- Ensuring that all members, volunteers and employees are aware of this policy and their obligations in relation to contributing to a U3A environment that discourages harassment and victimization and set an example by their own behaviour
- Treating complaints seriously and confidentially.
- Investigating complaints about bullying.
- Monitoring and revision of this policy as and when the need arises.

**2. It is the responsibility of U3A Horsham & District Inc.’s Committee of Management to ensure that:**

- They understand and are committed to the right of all members and volunteers to attend U3A activities and venues without fear of being bullied in any way.
- All reasonable steps are taken to eliminate bullying.
- All members and volunteers are made aware of their obligations and responsibilities to foster a U3A environment that is free from bullying.
- All complaints are treated promptly, fairly seriously and confidentially.

- They are as far as practical, aware of whether bullying is occurring and whether complaints are received or not, relying on such indices as:
- sudden increases in absenteeism
- sudden deterioration in participation
- behavioural changes such as depression
- They take corrective action when they become aware of any offensive action
- Guidance and education are provided subsequent to decisions relating to bullying

**3. It is the responsibility of all members and volunteers to ensure that:**

- They understand and are committed to the rights and entitlements of all members and volunteers to attend U3A premises and activities without fear of bullying.
- They help foster an environment that discourages bullying.

**4. U3A Horsham & District Inc's Secretary or his or her delegate is responsible:**

- Receiving and responding to enquiries about this policy
- Receiving complaints about bullying and for bringing a complaint to the immediate attention of the President.
- Appointing a delegate from the Horsham & District Inc. Committee of Management if the complaint relates in any way to the Secretary or President.

**5. U3A Horsham & District Inc.'s President, or his/her delegate, is responsible for interviewing and supporting a complainant**

**6. U3A Horsham & District Inc.'s President or his/her delegate is responsible for ensuring that bullying complaints are handled in accordance with Horsham & District Inc.'s Grievance Policy.**

## Authorisation

This policy was adopted by the Committee of Management of U3A Horsham & District Inc. and minuted as such on 13th January 2023. This Policy will be published by the Committee of Management U3A Horsham & District Inc. on its website four weeks of the date of authorization.

## Policy review

This policy will be reviewed at least annually or when circumstances change.

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