

# Grace Park Hawthorn Club Bullying Policy – Jan 2012



<b>Statement of Purpose</b>	<p>The purpose of this policy is to:</p> <ul style="list-style-type: none"> <li>• Provide an overview of what bullying is;</li> <li>• Encourage the reporting of behaviour that may be considered bullying;</li> </ul> <p>And</p> <ul style="list-style-type: none"> <li>• Explain how the club will deal with any complaints of bullying by members, employees or visitors</li> </ul>
	<p>Every employee, member and visitor of Grace Park Lawn Tennis club has the right to work or attend the club as a member in an environment that is free from bullying.</p> <p>We believe that all employees, members and visitors are entitled to a secure, safe and friendly environment where both physical and emotional well being is mutually supported.</p> <p>All club members and employees need to take reasonable care to ensure that they are not bullying those around them.</p>
<b>List of Topics</b>	<ol style="list-style-type: none"> <li>1. Definitions</li> <li>2. What to do if you are experiencing bullying</li> <li>3. Complaint handling process</li> </ol>

<b>1. Definitions</b>	<p><b>What is bullying</b></p> <p>Bullying, whether intentional or unintentional, is where unreasonable or inappropriate behaviour is directed toward an employee, club member or groups of employees and/or members &amp; visitors, that intimidates, humiliates, insults or undermines. This conduct may also create a risk to health and safety.</p> <p><b>What is unreasonable behaviour</b></p> <p>Unreasonable behaviour includes but is not limited to:</p> <ul style="list-style-type: none"> <li>• Verbal abuse including shouting and or swearing</li> <li>• Degrading or threatening</li> <li>• Harassment and / or intimidation</li> <li>• Initiation pranks</li> <li>• Humiliation through sarcasm</li> <li>• Belittling others opinions</li> <li>• Unjustified criticism or complaints</li> <li>• Spreading misinformation or malicious rumours</li> <li>• Interfering with someone's personal property or work equipment</li> </ul>
<b>2. What to do if you are experiencing bullying</b>	<p>You do not need to tolerate bullying. If you experience conduct which you think is bullying you should follow the bullying complaint handling procedure to assist to resolve the matter.</p>
<b>3. Complaint handling</b>	<p>Report the offence to the Club administrator by phone, email or written letter.</p>

<b>Process</b>	<p>The Club administrator will deal with the issue first and if the person lodging the complaint isn't satisfied with the outcome then the offence will be referred to the general committee.</p> <p><b>Contacts:</b></p> <p>By Phone: (03) 9818 5524 By Email: Attention Sandra Stone: <a href="mailto:gracepark@graceparkltd.com">gracepark@graceparkltd.com</a> By Letter: Grace Park Lawn Tennis Club 6 Hilda Crescent Hawthorn Vic 3122</p>
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