

Bullying/Harassment/Inappropriate Behaviour/Complaints Policy Version 1.0 HBRC Inc.

Hobsons Bay Running Club (HBRC) are committed to providing a supportive and inclusive environment free from bullying, harassment and inappropriate behaviour of any kind. The information below is to be followed in conjunction with the dispute resolution procedures set out in [Consumer Affairs Victoria Model Rules for an Incorporated Association](#) under which the club operates.

Bullying, harassment and inappropriate behaviour will not be tolerated at HBRC and complaints made regarding this type of behaviour will be treated as serious and dealt with promptly, confidentially and impartially.

How to deal with an issue

If you feel comfortable, HBRC encourages members to approach the person involved and ask them to stop the offending behaviour. Committee Members are available to assist if required.

If a more formal approach is required, the following steps will be taken:

1. A formal complaint should be made to the HBRC Member Protection Officer being the Club President, unless the complaint directly concerns the Club President, in which case the Club Secretary should receive the complaint.
2. On receiving the formal complaint, the Member Protection Officer (President) will decide:
 - If they are the most appropriate person to handle the complaint
 - Whether the nature of the complaint warrants a formal resolution procedure
 - Whether to appoint a person or a disciplinary committee as appropriate to investigate (gather more information) regarding the complaint
3. The resolution process will:
 - Allow the complainant and implicated person to know the full details of what is being said
 - Provide an opportunity to respond
 - Be unbiased, fair and just
 - Ensure that any penalties imposed are fair and just

The HBRC Committee will refer to the [Australian Human Rights Commission Guidelines](#) on good practice guidelines for internal complaint processes to ensure all incidents are handled appropriately and following all legal requirements.

If deemed appropriate by HBRC the complaints procedures available to HBRC and its club members via affiliation with Athletics Victoria could be used, but it should be endeavoured to resolve any complaints internally first.

Equal Opportunity

Hobsons Bay Running Club (HBRC) is an equal opportunity club and applies this principle across all aspects of its memberships, committee appointments and volunteer approvals. All decisions will be made based on a person's relevant skills/experience and will not be based on gender, age, marital/parental status, race, religion, physical or intellectual ability, sexual preference or political affiliation (or any other personal characteristic). An exception to this statement will only occur if a member must be prohibited from club participation/membership for health and/or safety considerations.

All members of HBRC are expected to treat other members and the public with respect and courtesy and will not discriminate based on personal characteristics. If a member has a concern about another member's behaviour, it should be reported to the committee immediately. Member behaviour deemed as discriminatory will be subject to disciplinary action. The HBRC Committee will refer to and seek advice from the [Victorian Equal Opportunity and Human Rights Commission](#).

Approved by:

Robert Falloon	President	October 2019
John Gray	Secretary	October 2019