



SAFETY BEACH SAILING CLUB INC.

Marine Parade
Safety Beach Vic

Appendix 1

1. EQUALITY POLICY

Standard:

The Safety Beach Sailing Club is an equal opportunity organisation. It is Safety Beach Sailing Club policy to treat all potential and current employees equally and to prevent discrimination of any kind (see also Harassment and Distribution Guidelines).

Discrimination can be described as:

- Treating a person less favourably than another because of perceived, or actual circumstances applying to that person
- Treating a person less favourably because of characteristics, which apply, or are thought to apply to persons of a particular group
- Imposing an unreasonable condition, which some people of a particular group are less able to meet than others.

Guidelines:

Equal opportunity and freedom from discrimination are safeguarded by four federal legislative acts:

- Racial Discrimination Act 1975 (Racial Hatred Act 1995)
- Sex Discrimination Act 1984
- Disability Discrimination Act 1992
- Human Rights and Equal Opportunity Act 1986

There may be additional legislation in each state.

Equal Opportunity legislation makes it unlawful to discriminate against a club member for reasons of:

Race	Age
Religion	Physical / intellectual / emotional handicap
Colour	Disability
National origin	Sexual preference
Gender	



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2. HARASSMENT AND DISCRIMINATION POLICY

Safety Beach Sailing Club is an equal opportunity organisation. It is Safety Beach Sailing Club policy to treat all members equally and to prevent all direct and indirect discrimination in association.

Discrimination of any kind will not be tolerated. Discrimination can be described as:

- Treating a person less favourably than another because of perceived or actual **circumstances** applying to that person.
- Treating a person less favourably because of **characteristics** that apply, or are thought to apply to persons of a particular group.
- Imposing an **unreasonable condition** that some people of a particular group are less able to meet than others.

3. SEXUAL HARASSMENT POLICY

Sexual Harassment is any unwanted or uninvited sexual behaviour, which is offensive, embarrassing, intimidating or humiliating. Sexual Harassment can be physical, verbal or written.

Examples of actions that may be regarded as sexual harassment include:

- Offensive jokes and comments.
- Gestures or body movements of a sexual or intimidating nature.
- Requests for sexual favours, with or without a threat or promise.
- Fondling, pinching, patting, touching, embracing, hugging, grabbing, and kissing.

Safety Beach Sailing Club will not tolerate sexual harassment of or by any member. Any person who feels they are being subjected to any form of sexual harassment should report the incident to a member of the SBSC Council or the Commodore. Safety Beach Sailing Club policy on Grievance Procedures should be followed. With the complainant's agreement, incidents of this nature will be investigated thoroughly and with the utmost seriousness and confidentiality. If the findings confirm sexual harassment behaviour, Safety Beach Sailing Club Disciplinary Procedures will be followed.



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4. VIOLENCE AND BULLYING POLICY

Safety Beach Sailing Club is committed to maintaining a safe and healthy environment for its members that ensures all members feel safe and secure at the club, and that they participate in an environment where they are free from harm.

The Safety Beach Sailing Club expects all members, and visitors to honour this commitment and to take all necessary steps to ensure that it is achieved.

Safety Beach Sailing Club mandates a zero tolerance for violence, or bullying of any kind, in and around the club. This includes, but is not limited to physically harming another person, shoving, pushing, or harassing another person. It also includes intimidating or coercive behaviour, brandishing or using weapons, threats or talk of violence, and intentional destruction of another's personal property.

All members must comply with this policy and must promptly report any incidents of violence or threatened violence using the Grievance Procedure.

Any acts, or threats, of violence or bullying may subject the offender to immediate expulsion from the Club, and possible criminal prosecution.

5. GRIEVANCE PROCEDURE

What is a grievance?

A grievance is a clear statement of complaint by a person that he or she has been the recipient of unfair, inappropriate or offensive treatment whilst attending the Safety Beach Sailing Club or performing duties on the Club's behalf. It includes violence, bullying and harassment. This statement can be made either in person or in writing.

It's important to realise that when we refer to the club, we mean any location or event at which a person works or acts as a representative of Safety Beach Sailing Club.

Therefore, this includes not only Safety Beach Sailing Club premises itself, but also:

- off-site meetings and activities
- dealings with other Sailing Club divisions and external organizations

Who can lodge a grievance?

Anyone who is concerned about their treatment within Safety Beach Sailing Club can lodge a grievance. However, our grievance procedures must not be abused. The Safety Beach Sailing Club will not treat false or malicious accusations lightly. Where a person(s) is found to have lodged a grievance out of malice, rather than in good faith, or provided false or incomplete information, their behaviour will be treated as misconduct and be subject to discipline.



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Equality, Harassment and Discrimination Policy

Please sign below to confirm that you have read and understood the Equality, Harassment and Discrimination Policy.

Signed _____

Dated _____

Please return to completed form and payment to
Ms. Dianne Jackson, 3/519 StKilda Street, Elwood. 3184