

Policy: Discrimination, Harassment and Bullying



Approved by:	Management Board	Date approved:	20/07/2021	Next review:	20/07/2023
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Supporting documents					
References & Legislation:	Work Health and Safety Act 2011 (NSW) Anti-Discrimination Act 1977 (NSW) Sex Discrimination Act 1984 (Commonwealth) Racial Discrimination Act 1975 (Commonwealth) Age Discrimination Act 2004 (Commonwealth) Disability Discrimination Act 1992 (Commonwealth)				

1. Introduction

The Arcadians Theatre Group is regarded as a family of people interested in the Performing Arts and providing resources and opportunities for people of all ages to grow their skills and interests in all facets of the performing arts.

As such, everyone should be able to participate in a friendly and welcoming environment feeling safe when they are within our precincts and activities.

2. Purpose

The purpose of this document is to provide a framework for the Arcadians Theatre Group Board to monitor and resolve situations that may be contrary to the interests of all members in achieving our aims.

3. Definitions:

Discrimination

Discrimination is **treating, or proposing to treat, someone unfavourably because of a personal characteristic protected by law**, such as sex, age, race or disability.

Discrimination can be **direct**, such as sexual orientation of the individual or **indirect**, such as discriminating against a parent of a child with a disability.

Harassment

Harassment is **unwelcome and unsolicited behaviour** that a **reasonable person would consider to be offensive, intimidating, humiliating or threatening**.

Harassment can be physical, spoken or written. Some examples include sending offensive messages by text, email or other means, ridiculing someone, repeated threats or verbal abuse.

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Bullying

Bullying is where an individual or group of individuals **repeatedly behave unreasonably** to another person or group of persons at a workplace, which creates a **risk to health and safety**.

Bullying can take many forms. It can be physical, spoken, written, overt or covert. Examples include physical intimidation or abuse, aggressive or threatening gestures, shouting or belittling, inappropriate blaming, inappropriate emails or language, unreasonable accusations or undue unconstructive criticism, etc.

The live performance industry is creative and continually strives for artistic excellence. Achieving such artistic outcomes often involves “pushing the boundaries”. All those involved in this process should behave in a manner that is professional, appropriate and does not constitute harassment or bullying.

Workplace bullying does not include reasonable management action carried out in a reasonable manner. The Arcadians Theatre Group has rights and obligations to effectively direct and control its operations. Examples of reasonable management actions include setting reasonable standards, allocating rostering and working hours, disciplinary action (including investigations) taken in a reasonable manner and implementing organisational changes and termination of membership.

Victimisation

Victimisation is **subjecting or threatening someone to a detriment** because they have asserted their rights under equal opportunity law, made a complaint, helped someone else make a complaint, or refused to do something because it would be discrimination, harassment, sexual harassment or bullying.

Roles and responsibilities of the Arcadians Theatre Group Board

1. Model appropriate standards of behaviour
2. Take steps to educate and make members of the Group aware of their obligations under this policy, other related policies and the law
3. Treat all incidents seriously and take immediate action where a complaint is made.
4. Act fairly to resolve issues and enforce behavioural standards, making sure relevant parties are heard.
5. Where appropriate, help members resolve complaints informally.
6. Monitor the effectiveness of this policy

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7. Review and update the information in this policy so that it remains relevant
8. Promote this policy and other related policies to the membership.

When an issue arises:

1. Any discrimination, harassment or bullying occasion that may be perceived by a member to have occurred, they should initially speak with an Arcadians Theatre Group Board member to discuss their concern.
2. Once an issue has been raised with a Board member, they should seek to speak with other persons who may have been witness to the occasion to gather further information.
3. The Board member may seek to resolve the complaint at the time to the satisfaction of the persons involved.
4. If the concern can't be resolved, then the matter should be discussed by the full Board at its next available meeting to determine a course of action.
5. Resolution may involve seeking legal advice on behalf of the Group, recommending that the person involved seek their own independent legal advice or seeking other professional assistance.
6. If a complaint is found to be frivolous, vexatious or malicious, then appropriate disciplinary action (which may lead to cessation of membership) may occur against the complainant. Examples of such behaviour could include fabricating a complaint, making a complaint for the malicious purpose of deliberately harming someone, seeking to re-agitate issues that have already been addressed or determined and making a complaint that the complainant does not genuinely believe to be true.

More information

If you have any queries or would like further information about our Discrimination, Harassment and Bullying policy or practices, please contact our Secretary by e-mailing secretary@arcadians.org.au or by writing to:

The Secretary
Arcadians Theatre Group
PO Box 1135
WOLLONGONG NSW 2500

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1.0	20/07/2021	Management Board	Creation of original document