

HARRASSMENT POLICY FOR THE RECREATION INDUSTRY

Recreation SA (RSA) strives to provide a safe environment for its members to participate in recreational activities and to protect the opportunity of its members to participate in such activity in an atmosphere that is free of harassment and abusive practices.

RSA will not tolerate or condone any form of sexual harassment between or among any of its members, including leaders, officials, directors, employees, parents, athletes and volunteers, during the participation in or preparation for a recreation activity or event.

Definition

For the purposes of this policy, acts of *sexual harassment* are unwelcome sexual advances, requests for sexual favours or other verbal or physical conduct of a sexual nature when:

- submitting to or rejecting this conduct is used as the basis for making decisions which affect the individual;
- such conduct has the purpose or effect of interfering with an individual's performance; or
- such conduct creates an insulting, intimidating, humiliating, malicious, degrading or offensive environment.

Sexual harassment can be perpetrated by males against females; females against males, between males or between females.

Sexual Harassment Reporting and Complaint Resolution Procedures

A person who experiences or witnesses sexual harassment between or among organisation members is encouraged to make it known to the harasser that the behaviour is unwelcome, offensive and contrary to this policy.

If confronting the harasser is not possible, or if after confronting the harasser the harassment continues, the complainant shall report the harassment to the President.

Other senior person in the organisation as soon as is practicably possible. Depending on the nature and/or severity of the harassment, the reporter may also choose to contact a club official, local law enforcement agency or seek assistance from a local or state government department.

The person to whom the harassment is reported shall communicate to the complainant:

- the options for pursuing an informal resolution of his or her complaint;

- the right to lay a formal written complaint under this policy when an informal resolution is inappropriate or not feasible;
- the confidentiality provisions of this policy;
- the right to be represented by a person of choice (including legal counsel) at any stage in the complaint process;
- the right to withdraw from any further action in connection with the complaint at any stage (even though the organisation might continue to investigate the complaint); and
- other avenues of recourse, including the right to file a complaint with governmental agencies and law enforcement authorities.

There are three possible outcomes to this initial meeting of complainant and senior official of the club/organisation.

- (a) The complainant and senior official agree that the conduct does not constitute harassment
 - If this occurs, the official will take no further action and will make no written record.
- (b) The complainant brings evidence of harassment and chooses to pursue an informal resolution of the complaint
 - If this occurs, the official will assist the two parties to negotiate a solution acceptable to the complainant. If desired by the parties and if appropriate, the official may also seek the assistance of a neutral mediator.
 - If informal resolution yields a result that is acceptable to both parties, the officer will make a written record that a complaint was made and was resolved informally to the satisfaction of both parties, and will take no further action.
 - If informal resolution fails to satisfy the complaint, the complainant will reserve the option of pressing a formal written complaint.
- (c) The complainant brings evidence of harassment and chooses to press a formal written complaint
 - If this occurs, the officer shall forward the formal written complaint to the appropriate government department.

Confidentiality

RSA understands that it can be extremely difficult to come forward with a complaint of sexual harassment and that it can be devastating to be wrongly convicted of sexual harassment. RSA recognizes the interests of both the complainant and the respondent in keeping the matter confidential.

RSA shall not disclose to outside parties the name of the complainant and respondent, or the circumstances giving rise to a complaint, unless such disclosure is required for a disciplinary or other remedial process.

Condonation

If a person in authority knows or should reasonably have known that harassment or abuse may have occurred and fails to report it or take appropriate action as set out in this policy statement, that person may be subject to disciplinary or legal action.

Retaliation

Retaliation or threats of reprisal against an individual for filing a complaint under this policy or for participating or assisting in any procedure under this policy will be considered harassment for the purpose of this policy.

Organisations are welcome to use this policy as a template for developing their own Harassment Policy.

For further information contact Recreation SA on 8351 2644