

The NSW Greyhound Breeders, Owners & Trainers' Association Limited
Anti-Discrimination and Harassment Policy
(Employees, Volunteers & Officials)

The NSW GBOTA conducts greyhound racing at:

- Wentworth Park
- Gosford
- Lismore
- Maitland
- Bulli
- Bathurst
- Gunnedah
- Temora
- Appin

Principles

To prevent or deal with harassment in the workplace the NSW GBOTA has in place Anti-Harassment Policy and Procedures based on the following principles:

- management has responsibility to ensure the workplace is free of harassment;
- employees have the responsibility to ensure that they do not engage in harassing behaviour, nor cause, instruct, induce, aid or permit another person to commit an act of harassment (including sexual harassment);
- good people management practices;
- fostering standards of ethical behaviour and conduct that contribute to a productive and customer focused workplace;
- prompt action to be taken when harassment occurs; and
- employees are to treat each other and their customers fairly and with respect and sensitivity.

What is discrimination?

Discriminatory conduct under the various State and Federal laws occurs by:

- treating a person less favourable on one or more of the prohibited grounds covered by legislation; or
- imposing an unreasonable condition on a prohibited ground which some people or group are less able to meet than others.

Prohibited grounds include:

- Age
- Religion

- Marital Status
- Political beliefs
- Family responsibility
- Parenthood
- Sex
- Pregnancy
- Sexuality
- Race
- Disability Impairment
- Carer responsibility

What is harassment?

Harassment is a form of discrimination under the various State and Federal laws.

Harassment is any form of behaviour that an employee, job applicant, or anyone who receives goods or services from the NSW GBOTA:

- Does not want; and
- Offends, humiliates, intimidates them; and
- Is either sexual, or targets them because of their race, sex, pregnancy, marital status, age, disability, homosexuality, or transgender.

Harassment is a form of discrimination and is **against the law** under anti-discrimination laws.

Sexual harassment is:

Any **unwanted, unwelcome or uninvited behaviour** of a sexual nature that makes a person feel humiliated, intimidated or offended.

Sexual harassment can take many different forms and may include physical contact, verbal comments, jokes, propositions, the display of offensive material or other behaviour, which creates a **sexually hostile working** environment.

Examples of sexual harassment include:

- Uninvited touching, uninvited kisses or embraces;
- Smutty jokes or comments; making promises or threats in return for sexual favours;
- Displays of sexually graphic material including posters, pinups, cartoons, graffiti or messages left on notice boards, desks or common areas;
- Repeated invitations to go out after prior refusal;
- “Flashing” or sexual gestures; sex-based insults, taunts, teasing or name-calling; staring or leering at a person or at parts of their body;
- Sexually explicit conversation;
- Persistent questions or insinuations about a person’s private life;

- Offensive phone calls, letters, email messages or computer screen savers; stalking.

Sexual harassment can involve:

Behaviour that would also be an **offence under the criminal law**. For example:

- Physical assault;
- Indecent exposure;
- Sexual assault;
- Stalking; or
- Obscene communications.

Sexual harassment is NOT

Behaviour that is based on mutual attraction, friendship and respect.

If the interaction is consensual, welcome and reciprocated it is not sexual harassment.

Procedures

1. The NSW GBOTA will:

- Do all that is reasonable to prevent discrimination and harassment from occurring at the workplace or work related environment;
- Treat all employees on their merits without regard to race, age, sex, marital status, sexual preference, disability, religion or political conviction;
- Investigate complaints of discrimination and harassment in the workplace professionally, confidentially and in a non-judgemental manner ensuring there is no presumption of guilt;
- Provide information and support to complainants and advise on available options;
- Ensure all employees, volunteers and contractors are aware of the Policy;
- Not tolerate any victimisation or reprisals for making complaints;
- Maintain confidentiality of all matters relating to a complaint; and
- Not tolerate any misuse of this Policy.

2. All employees, volunteers and contractors have a responsibility to:

- Report any form of discrimination or harassment observed within the workplace;
- Offer support to victims by directing them to the most appropriate channel for help; and
- Maintain confidentiality of all matters relating to a complaint.

3. Should an incident occur:

- Persons who believe they have been discriminated against, or subjected to harassment, should contact Line Manager of the NSW GBOTA track at which they are employed or the Association's Executive Officer, Brenton Scott and advise of the details of the complaint.
- There are a number of options available to employees for dealing with discrimination ranging from dealing with the matter individually to making a formal complaint;
- If the matter cannot be resolved individually between the parties, a formal written complaint should be submitted to the Line manager of the NSW GBOTA track at which they are employed

or the Association's Executive Officer, Brenton Scott. In this situation, NSW GBOTA will follow the club's Complaint Handling and Dispute Resolution procedures;

- All complaints of discrimination and vilification will be treated seriously, promptly, confidentially and impartially;
- Employees will not be disadvantaged in their employment conditions or opportunities as a result of lodging a complaint; and
- Should the internal dispute resolution procedure fail to generate an adequate outcome, the following external channels should be explored:
 - GRNSW Stewards or Executive;
 - NSW Anti-Discrimination Board;
 - Human Rights and Equal Opportunities Commission; and
 - Equal Opportunity Commission.

Penalties

1. Anyone who harasses or victimises a person who makes a complaint under this Policy will face disciplinary action.
2. Any person who, without authorisation from the club Manager or Secretary, passes on confidential information regarding an investigation under this Policy will face disciplinary action.
3. Disciplinary action may involve a warning (verbal or written) or suspension/termination of employment.
4. Serious breaches of this Policy may result in employment being terminated immediately. This means that no warnings will be given.
5. All club Committee members, employees, volunteers, contractors, participants and visitors to the club should note that individuals can take legal action against allegations of sexual harassment or discrimination under relevant state and Commonwealth legislation.