



QUEANBEYAN PLAYERS BULLYING HARRASSMENT AND ANTI-DISCRIMINATION POLICY

QP BULLYING, HARASSMENT AND ANTI-DISCRIMINATION POLICY

Purpose

Queanbeyan Players (QP) recognises the diversity of its members and understands that for the organisation to function in the best way, all members must be respected and valued. As such QP endeavours to provide workers with a safe, respectful, inclusive and flexible work environment free from all forms of discrimination, harassment, sexual harassment and bullying.

All QP members and others involved in QP activities are required to treat others with dignity, courtesy and respect.

By implementing this policy, QP sets out that discrimination, harassment, sexual harassment and bullying will **not** be tolerated. Disciplinary action, up to and including termination of the engagement with QP, may be taken against members and others who breach this policy.

Scope

- This policy applies to all members, production and artistic teams, cast, crew, and any other persons involved in QP activities.
- Adherence to this policy is a requirement for all members of QP under the Code of Conduct policy
- This policy is in effect during all activities and engagements relating to QP.

Policy

Discrimination, harassment, sexual harassment and bullying are unlawful under state/territory and federal legislation. These include:

- *Sex Discrimination Act 1984* (Cth)
- *Racial Discrimination Act 1975* (Cth)
- *Disability Discrimination Act 1992* (Cth)
- *Age Discrimination Act 2004* (Cth)
- *Australian Human Rights Commission Act 1986* (Cth)
- *Fair Work Act 2009* (Cth)
- *Anti-Discrimination Act 1977* (NSW)
- *Work Health and Safety Act 2011* (NSW)

The above legislation references can be found and reviewed [here](#) (NSW) and [here](#) (Cth).

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

It is unlawful to discriminate against someone because of a protected personal characteristic and this will not be tolerated at QP. Protected personal characteristics under federal discrimination law include, but are not limited to:

- A disability, disease or injury
- Parental status or status as a carer
- Race, colour, descent, national origin or ethnic background



QUEANBEYAN PLAYERS BULLYING HARRASSMENT AND ANTI-DISCRIMINATION POLICY

- Age
- Gender and gender identity
- Sexual orientation
- Religion
- Marital status
- Political opinion
- Social origin

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

It is unlawful to harass an individual or group because of a protected characteristic (such as age, sex or race, outlined above). Harassment of any kind will not be tolerated at QP. Harassment that is not related to a protected characteristic is still inappropriate and QP will address incidents accordingly.

Harassment can be physical, spoken or written. It can include, but is not limited to:

- Intimidation, verbal abuse, repeated threats or ridicule
- Sending offensive messages by text, email or other means
- Derogatory comments
- Displaying offensive materials, pictures, comments or objects
- Ridiculing someone because of their accent or English-speaking ability
- Telling offensive jokes or making practical jokes based on a protected characteristic
- Belittling or teasing someone based on a protected characteristic
- Isolating, segregating or humiliating someone based on a protected characteristic.

Sexual harassment is any form of unwelcome behaviour of a sexual nature, which could be expected to make a person feel offended, humiliated or intimidated.

It is unlawful for a member to engage in sexual harassment, or encourage or allow another member to do so. Sexual harassment will not be tolerated at QP.

Sexual harassment can be physical, spoken or written. It can include, but is not limited to:

- Staring or leering at a person or parts of their body
- Excessive or unwelcome familiarity or physical contact, such as touching, hugging, kissing, pinching, massaging and brushing up against someone
- Suggestive comments, jokes, conversations or innuendo
- Insults or taunts of a sexual nature or obscene gestures
- Intrusive questions or comments about someone's private life
- Displaying or disseminating material such as posters, magazines or screen savers of a sexual nature
- Making or sending sexually explicit phone calls emails or text messages
- Inappropriate advances on social networking sites



QUEANBEYAN PLAYERS BULLYING HARRASSMENT AND ANTI-DISCRIMINATION POLICY

- Accessing sexually explicit internet sites in the presence of others
- Unwelcome flirting, requests for sex or repeated unwanted requests to go out on dates
- Inappropriate or unwanted gifts
- Behaviour that may also be considered to be an offence under criminal law, such as physical or sexual assault, indecent exposure, stalking or obscene communications.

Just because someone does not object to inappropriate behaviour at the time, does not mean that they are consenting to the behaviour.

Behaviour can still be considered to be sexual harassment even if:

- It is a one-off incident;
- The person engaging in the behaviour did not intend to humiliate, intimidate or offend;
- Other people are not offended by the behaviour
- The behaviour was previously an accepted practice.

All incidents of sexual harassment – no matter how big or small or who is involved – should be reported to the Committee and/or Production Team (refer to the Complaints Handling Procedure)

What is not sexual harassment?

Where members engage in consensual, welcome and reciprocated behaviour, this is not sexual harassment. However, appropriate professionalism is expected of all members at all times, including in relation to members engaging in consensual behaviour.

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

It is unlawful for a member to engage in bullying, or encourage or allow another member to do so. Bullying will not be tolerated at QP.

Bullying does not need to be intentional to be unlawful. Whilst one-off incidents of unreasonable behaviour may not be considered bullying, they are still inappropriate and may constitute discrimination or harassment.

Bullying can take many forms. It can be physical, spoken, written, overt or covert. Behaviours that may constitute bullying include, but are not limited to:

- Physical intimidation or abuse;
- Aggressive or intimidating conduct or threatening gestures;
- Manipulation, intimidation or coercion;
- Threats, abuse, offensive language, shouting or belittling;
- Innuendo, sarcasm and other forms of demeaning language;
- Ganging up;
- Public humiliation or belittling;
- Initiation activities;



QUEANBEYAN PLAYERS BULLYING HARRASSMENT AND ANTI-DISCRIMINATION POLICY

- Practical jokes, teasing, or ridicule;
- Isolation, exclusion or ignoring people;
- Inappropriate blaming;
- Inappropriate emails/pictures/text messages;
- Unreasonable accusations or undue unconstructive criticism;

Victimisation is **subjecting or threatening to subject someone to a detriment** because they have made a complaint, helped someone else make a complaint, or refused to do something because it would be discrimination, harassment, sexual harassment or bullying.

It is also victimisation to threaten someone (such as a witness) who may be involved in an investigation of a complaint.

It is unlawful to victimise another person. Victimisation will not be tolerated at QP.

Victimisation is a very serious breach of this policy and is likely (depending on the severity and circumstances) to result in formal disciplinary action against the perpetrator. The perpetrator may also be subject to legal proceedings under anti-discrimination or criminal law.

Vilification is **any public act that incites hatred, serious contempt, or severe ridicule** against another person or group of people due to their race (including ethno-religious origin), homosexuality, transgender status and HIV/AIDS status.

Vilification will not be tolerated at QP and is against the law in NSW and the ACT.

It is also unacceptable for members at Queanbeyan Players to talk with other members, suppliers, extended family or friends, or the media about any complaint of discrimination, harassment, sexual harassment or bullying that is the subject of a current complaint or investigation other than on a 'need to know' basis.

Breaching the confidentiality of a current complaint or investigation or inappropriately disclosing personal information obtained in the course of a complaint or investigation is a serious breach of this policy and may lead to formal disciplinary action.

Those directly involved in a complaint (i.e. complainant and respondent) are entitled to seek personal and professional support, and seeking of such support (for example, from someone who has knowledge of the complaint) is not considered a breach of confidentiality.

All members are entitled to:

- Involvement in QP activities free from discrimination, harassment, sexual harassment and bullying;
- The right to raise issues or to make an enquiry or complaint in a reasonable and respectful manner without being victimised;
- Request to have a support person (e.g. another member, friend, family member or other representative) present during the complaints process;
 - All members must:
 - Comply with the standards of behaviour outlined in this policy, the Code of Conduct and other related policies;



QUEANBEYAN PLAYERS BULLYING HARRASSMENT AND ANTI-DISCRIMINATION POLICY

- Treat everyone with dignity, courtesy and respect at all times;
- Where appropriate, offer support to people who experience discrimination, harassment, sexual harassment and bullying, such as providing information about how to make a complaint;
- Avoid gossip about historical matters or matters that are subject of a current complaint or investigation;
- Respect the confidentiality of complaint resolution procedures;
- Where applicable, assist and cooperate in the investigation of complaints made under this policy;
- Take bystander action (if safe to do so) if they see or hear about discrimination, harassment, sexual harassment or bullying in the workplace.

In addition to the responsibilities of members, personnel in production teams and the Committee (e.g. producers, directors and other production team, stage managers, child supervisors,) must also:

- Model appropriate standards of behaviour;
- Take steps to raise awareness of members to their obligations under this policy, the Code of Conduct and other related policies, and the law;
- Treat all incidents seriously and take immediate action where a complaint is made;
- Inform a complainant that they can raise the matter with police, if the allegations are of a criminal nature and that the complainant will be provided with appropriate support to do so;
- Act fairly to resolve issues and enforce behavioural standards, making sure relevant parties are heard;
- Where appropriate, help members resolve complaints informally;
- Refer formal complaints about breaches of this policy to the Committee for investigation;
- Use their best endeavours to prevent members who raise an issue or make a complaint from being victimised and taking steps to address the issue where it occurs;
- Provide members (including bystanders) with information about the support available to them.

Furthermore Committee Members must:

- Monitor the effectiveness of this policy, the Code of Conduct and other related policies;
- Review and update the information within the policy, the Code of Conduct and other related policies so that it remains relevant;
- Promote this policy, the Code of Conduct and other related policies throughout QP

In order to promote a safe, equitable and respectful organisation, QP encourages all members to take appropriate action (in accordance with this policy) if they witness or hear about discrimination, harassment, sexual harassment and bullying.

- **See:** Know where the line is. If you see or hear something that makes you feel uncomfortable, don't ignore it.
- **Talk:** It takes courage to speak up. Talk with the production team, your fellow members or with the person who is crossing the line.
- **Support:** Don't underestimate the power of support. It can help a victim stand up and take action.



QUEANBEYAN PLAYERS BULLYING HARRASSMENT AND ANTI-DISCRIMINATION POLICY

If a member engages in discrimination, harassment, sexual harassment, bullying, vilification or victimisation, or otherwise breaches this policy, they may be subject to disciplinary action which may lead to the termination of their membership or engagement with QP.

QP strongly encourages any member or other persons involved in QP activities who believes they have been discriminated against, harassed, sexually harassed, bullied, victimised or vilified to report this behaviour to the Committee and/or Production Team, as outlined in the Complaints Handling Procedure.

Any member or other persons involved in QP activities who has witnessed unlawful discrimination, harassment, sexual harassment or bullying is encouraged to report the complaint to the Committee or to the Production Team.

A complaint can be dealt with formally or informally depending on the circumstances. Whether a matter is dealt with informally or formally will depend on the nature of the incident.

Where a complaint is made, QP may have an obligation to deal with the complaint even if the person making the complaint decides that they do not wish to pursue the complaint or does not want to deal with the matter formally. In some situations, it may be appropriate to address a complaint without identifying a particular individual, such as by providing training to all workers.

QP encourages the reporting of behaviour that a member genuinely believes to be discrimination, harassment, sexual harassment, bullying, vilification or victimisation. Further a member will not be disadvantaged or treated unfairly for dealing with discrimination, harassment, sexual harassment, bullying, vilification or victimisation in accordance with this policy.

However, if a complaint is found to be frivolous, vexatious or malicious, then appropriate disciplinary action (which may lead to termination of membership) may occur against the complainant. Examples of frivolous, vexatious or malicious complaints include, but are not limited to:

- 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.

QP reiterates that discrimination, harassment and bullying are not tolerated in the organisation, and the health and well-being of those involved in QP productions is of the utmost priority.

QP sometimes rehearses and performs in the ACT, and will therefore follow the ACT legislation as required – more information can be found [here](#)

This policy was last updated on **07 May 2021**.

This policy is to be reviewed bi-annually at a minimum.