



RESPONSIBLE BEHAVIOUR POLICY

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Previous Policy number		Approved by Board on	11 August 2024
Responsible person	Governance Committee	Scheduled review date	11 August 2024

Introduction

This policy applies to all Board Directors, Contractors, Volunteers and other individuals who may be participating in an NRWC activity are required to display the highest standards of professional conduct and appropriate behaviour. All Program participants must agree to comply with NRWC's Responsible Behaviour Policy, as a minimum standard before commencing such activities.

This Policy is designed to ensure everyone who is involved with the NRWC is aware of our zero-tolerance position on bullying, discrimination, racism, victimisation, harassment and sexual harassment, and the process which will be followed should grievances arise.

Definitions

Respectful Treatment: Treating people in a polite, courteous and considerate manner. This includes all behaviours, including communication and physical actions.

Unreasonable / Inappropriate: Behaviour that a reasonable person, having regard for the circumstances, would see as unreasonable, including behaviour that constitutes victimisation, humiliation, intimation or is threatening.

Well-being: A condition of psychological, emotional and physical balance.

Discrimination: To treat a person less favourably under one of the grounds as prescribed in law.

Indirect Discrimination: Occurs when there is a requirement or rule that appears on the surface to treat everyone equitably but which, in fact, has an unfavourable effect on a certain group of people.

Racial discrimination: When a person is treated less favourably than another person in a similar situation because of their race, colour, descent, national or ethnic origin or immigrant status.



Victimisation: To punish or threaten to punish someone.

Harassment: Covers a wide range of behaviours of an offensive nature. It is commonly understood as the act of systematic and/or continued unwanted and annoying actions of one party or a group, including threats or demands.

Sexual Harassment: An unwelcome sexual advance, unwelcome request for sexual favours or other unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated, where a reasonable person would anticipate that reaction in the circumstances.

Bullying: An ongoing misuse of power in a relationship through repeated verbal, physical and/or social behaviour that causes physical and/or psychological harm. It can involve an individual or a group misusing their power over one or more persons. Bullying can happen in person or online, and it can be overt or covert.

Policy

The NRWC and its representatives must take every reasonable precaution to protect the health, safety and welfare of those in the workplace, online or at an activity. The NRWC has a duty of care to ensure that Board Directors, Volunteers, Contractors and Participants are not subjected to victimising, humiliating, undermining or threatening behavior of any kind. Volunteers, Contractors and Participants also have this responsibility towards each other.

Board Directors, Volunteers, Contractors and Participants are urged to report any suspected cases of bullying, discrimination, victimisation, harassment and sexual harassment. Such reports will be treated seriously and promptly with sensitivity and confidentiality. Under the rules of natural justice, the person subject to the complaint must be notified. Both complainants and alleged harassers have the right to have support or representation during any investigation.

NRWC will protect those involved in the process from victimisation. The Whistleblowers Protection Act 1993 provides protection for persons disclosing illegal, dangerous and improper conduct.

A person may elect, according to the nature and seriousness of the behaviour to:

- Resolve the issue informally by approaching the parties involved directly and discussing their concerns.
- Report inappropriate behaviour to the Chief Executive Officer, the President or Vice President.
- Follow the complaint process as outlined in NRWC Responsible Behaviours Procedures.
- Approach an external agency (i.e. Commissioner for Equal Opportunity, Australian Human Rights Commission, Office of the Employee Ombudsman, Work Health and Safety Inspector). Every employee retains the right, at any time, to lodge a complaint or appeal with an outside agency.



Any breach of NRWC's policies will be taken seriously and misconduct may be liable to disciplinary action. Consequences may include a warning, suspension, or termination of contract or association, and will be implemented in accordance with appropriate legislative procedures.

Authorisation

Signature of Board Secretary:

A handwritten signature in black ink, appearing to read "Stille".

Date of approval by the Board: 11 August 2024

National Rural Women's Coalition Ltd