



Bomaderry Bowling Club

Incorporating Berry Bowling Club, Bomaderry RSL Club, Nowra Golf Club

Members Conduct Policy

PURPOSE

Bomaderry Bowling Club takes a very serious view of its responsibilities to its members and staff.

We strive to maintain the safety and health of our members and staff, as well as adhering to the laws governing its operation.

All members are asked to abide by these regulations and policies, to ensure a safe and comfortable environment.

Bomaderry Bowling Club has a legal obligation to protect its employees from offending conduct of members and third parties.

1. SCOPE

This policy applies to all members of the Bomaderry Bowling Club in their dealings with other members, visitors or representatives of the Bomaderry Bowling Club (including employees, contractors or office holders). Where a member of the Club is also engaged as a contractor, employee or office holder, any breach of, or disciplinary action as a result of; may be taken for each instance and may affect the further engagement of its contractors and or employees, as so deemed by the Board of Directors.

2. DEFINITIONS

Contact person: means an elected official or Management of The Bomaderry Bowling Club, appointed to hear and act where necessary on complaints of inappropriate behaviour and may attempt to resolve the matter in the interest of the Bomaderry Bowling Club.

Inappropriate behaviour: means bullying, violence, sexual harassment, discrimination, and any other behaviour or conduct that is unwanted and or that humiliates, offends, intimidates or affects the health safety and welfare of others and where reasonable doubt exists that the Law has been or is likely to be broken as a result of such conduct.

Employees: means employees, contractors, sub-contractors and other persons employed or engaged by Bomaderry Bowling Club including those in Managerial positions.

Members: means the members of Bomaderry Bowling Club and for the purposes of this policy also includes their guests, nominees, their guests and any other users of the Bomaderry Bowling Club facilities.
Members' Conduct Policy

3. POLICY

This policy is designed to ensure that all members and other persons understand what constitutes inappropriate behaviour or Conduct Unbecoming of a Member, and what a member, employee and other persons should do if they are subjected to inappropriate behaviour.

3.1 BULLYING AND VIOLENCE

Bullying or violence is repeated, unreasonable behaviour, unfavourable treatment or derogatory comments directed towards a person or group of people that creates a risk to their health, safety and welfare, such as verbal or physical abuse and degrading or excessive criticism. Single incidents of bullying-style behaviour and violence are not condoned and are prohibited by this policy. Reasonable and lawful directions, Resource Allocation by means of a roster and constructive performance-related comments and activities do not amount to bullying.

3.2 SEXUAL HARASSMENT

Sexual harassment is any unwelcome conduct of a sexual nature and may consist of sexual comments, jokes, innuendo, propositions and or physical contact. Sexual harassment has nothing to do with any Interaction that is consensual, welcomed and reciprocated.

3.3 DISCRIMINATION

Discrimination is any behaviour which is offensive, abusive, belittling or threatening and which is directed at a person or group because of a particular characteristic. Unreasonable discrimination may include comments, offensive gestures and displaying offensive material. The Bomaderry Bowling Club does not condone any inappropriate behaviour. Assisting, condoning, inducing or encouraging another person to engage in inappropriate behaviour is also prohibited under this policy.

3.4 SOCIAL MEDIA & ELECTRONIC COMMUNICATIONS

Social media refers to the connection of people in an online environment, and electronic communications refers to access and use of email and internet. Members of the Bomaderry Bowling Club will not email, post or respond to any social media or electronic communications which contains offensive, defamatory, bullying, harassing or otherwise inappropriate material. This includes communication or commentary that brings the Bomaderry Bowling Club or its employees into disrepute. Engagement in any such behaviour is breach of our Code of Conduct. Bomaderry Bowling Club reserves the right to monitor use of its email service and computer facilities with respect to all emails received or sent by its employees or contractors.

3.5 RESPONSIBILITIES OF THE BOMADERRY BOWLING CLUB

- to ensure that members are aware of this policy and they understand that inappropriate behaviour will not be tolerated under any circumstances;
- to appoint a person, being a Manager of Bomaderry Bowling Club, to be the contact person for the purposes of this policy;
- to monitor Bomaderry Bowling Club environment to ensure acceptable standards of member conduct are observed so far as is reasonably practicable;
- to ensure complaints are treated seriously and fairly and investigated thoroughly and promptly with due regard to confidentiality;
- to take disciplinary action against anyone found to be breaching this policy;

3.6 RESPONSIBILITY OF MEMBERS

- to treat other Bomaderry Bowling Club members and employees and other persons fairly and with respect;
- to report any incidences of inappropriate behaviour at Bomaderry Bowling Club;
- to maintain confidentiality if they provide information during the investigation of a complaint;
- to Act in a lawful manner;

4.0 PROCEDURE

Any member who becomes aware of inappropriate behaviour occurring to a member or employee should make reasonable attempts to stop the behaviour and as soon as possible refer the matter to the contact person. Any member or employee that feels that they have been subjected to inappropriate behaviour should firstly try to speak to the offender(s) about the behaviour or conduct directing the offensive action to cease. If the member or employee feels that they cannot or do not wish to complain directly to the offender(s), or if the behaviour is still ongoing after speaking to the offender(s), then the member or employee should speak to the nominated contact person or, if it would be unsuitable to refer the matter to the contact person or their Supervisor who will attempt to resolve the matter.

The principles guiding the resolution of any complaint will be

- Reference to Bomaderry Bowling Club other policies and procedures including but not limited to grievance, issue resolution, bullying, violence and sexual harassment;
- the right of individuals to be treated with respect and to be heard and respond to any allegations;
- Observance of confidentiality;
- Preservation of a non-judgmental and non-adversarial approach by those involved in the resolution of the complaint;
- ensuring that anyone who makes a genuine complaint is supported and is not penalised in any way;

5.0 DISCIPLINARY MEASURES

The range of sanctions that may be imposed by Bomaderry Bowling Club on an offender who is found to have breached this policy will depend upon the engagement of the offender. Any person who, after proper investigation, is found to have breached this policy will face disciplinary action. Disciplinary measures which may be imposed will depend upon the seriousness of the offence and may include although not limited by:

- Verbal warning by the Bomaderry Bowling Club Supervisors, Management or Board of Directors;
- Written warning by the Bomaderry Bowling Club Management or Board of Directors
- Private Bomaderry Bowling Club Disciplinary Hearing
- Restriction on Alcohol consumption and or purchase
- Restriction on use of facilities or part thereof
- Suspension period for use of facilities as deemed
- Revocation of membership, and/or
- Indefinite Suspension / Expulsion

If, however, the investigation finds that the complaint cannot be substantiated, both parties will be informed of the reasons, and if the investigation finds that the complaint was deliberately fabricated, the employee or member making the complaint will be formally warned and counselled.

The nominated contact person for Bomaderry Bowling Club is either the Secretary Manager or the Assistant Secretary Manager.
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