

## PO-A2-004

# Management of Victimization, Bullying and Harassment Policy

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## PURPOSE

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This policy aims to provide a safe and respectful environment for all Volunteers, Staff, Attendees and visitors. It outlines the Adelaide Anthros (A2) (A2) commitment to preventing and addressing victimization, bullying, and harassment.

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## 1. SCOPE

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This policy applies to all persons in attendance to Adelaide Anthros (A2) Events, including but not limited to:

- Directors of the Adelaide Anthros (A2)
- Contractors, Performers, and Vendors
- Visitors and Attendees
- Volunteers and Staff

## 2. OBJECTIVES

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The objectives of this policy are to:

- Create a safe and respectful environment: Foster a culture of respect, inclusivity, and dignity for all volunteers, contractors, attendees, and visitors.
- Prevent victimization, bullying, and harassment: Eliminate any form of victimization, bullying, or harassment within events and activities, including online platforms.
- Promote a positive and supportive culture: Encourage open communication, empathy, and understanding among persons, which will lead to a positive and safe environment.
- Protect persons' rights and dignity: Ensure that all persons are treated fairly and with respect, and that their rights and dignity are protected.
- Maintain a good reputation: Reflect positively on the Adelaide Anthros (A2) values and reputation by promoting a culture of respect, inclusivity, and dignity.
- Comply with relevant laws and regulations: Adhere to all relevant laws and regulations, including those related to workplace harassment, bullying, and victimization.

### **3. DEFINITIONS**

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- **Victimization:** Any form of intimidation, manipulation, or coercion that creates a hostile or threatening environment.
- **Bullying:** Repeated and unreasonable behaviour directed towards an individual or group, which can be verbal, non-verbal, or physical.
- **Harassment:** Unwelcome or offensive behaviour, including verbal, non-verbal, or physical conduct, based on an individual's or group's protected characteristics, such as:
  - Sex or gender
  - Sexual orientation
  - Age
  - Disability
  - Ethnicity or national origin
  - Religion or creed
  - Identity
- **Persons:** Any individual who participates in or attends an event, meeting, or activity including online platforms organized by the Adelaide Anthros (A2) (e.g. directors, volunteer leads, volunteers, contractors, attendees, etc)
- **Attendee:** Any individual who participates in or attends an event, meeting, or activity including online platforms organized by the Adelaide Anthros (A2).
- **Contractor:** An individual or organization that provides goods or services to the organization under a contract or agreement. (e.g. consultants, performers, vendors, etc.)
- **Director:** A member of the Adelaide Anthros (A2) governing body or board of directors.
- **Volunteer Lead:** An individual who leads or coordinates the activities of volunteers.
- **Volunteer:** An individual who provides their time, skills, or services to the organization without payment or compensation.
- **Environment:** Any location where the Adelaide Anthros (A2) activities take place, venues, online platforms and other areas where contractors, volunteers, directors, volunteer leads, and attendees interact.

### **4. POLICY STATEMENT**

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The Adelaide Anthros (A2) has a zero-tolerance approach to victimization, bullying, and harassment. Any behaviour that is determined to be in breach of this policy will be addressed promptly and consistently, regardless of the position or status of the person involved. We are committed to maintaining a safe and respectful environment where everyone feels valued, respected, and supported.

### **5. PROHIBITED BEHAVIOURS**

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The following behaviours are strictly prohibited:

- Verbal or non-verbal threats
- Physical harm or intimidation
- Unwelcome comments or gestures
- Exclusion or marginalisation
- Unfair treatment or favouritism
- Any form of retaliation or revenge
- Any actions that are viewed as a safety risk to persons involved with Adelaide Anthros (A2)

### **6. REPORTING AND INVESTIGATION**

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All reports of victimization, bullying, or harassment will be managed through the incident reporting and document tools FR-A2-002 Incident Report Form and RE-A2-002 Incident Register.

## **7. INVESTIGATION**

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The Adelaide Anthros (A2) will conduct a thorough and impartial investigation into all reports of victimization, bullying, and harassment. The investigation will be led by a designated investigator and will involve interviewing witnesses, reviewing evidence, and gathering information.

## **8. CONSEQUENCES OF BREACHING THE POLICY**

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Any behaviour that is determined to be in breach of the Adelaide Anthros (A2)'s policy on victimization, bullying, and harassment will be addressed promptly and consistently. The consequences of breaching this policy may include:

- Removal from event: Breach of policy may result in immediate removal from any event, meeting, or gathering where the behaviour occurred.
- Removal from social media platforms: Breach of policy may result in removal of access to any social media platforms owned, managed or controlled by the Adelaide Anthros (A2).
- Permanent ban: In severe cases, breach of policy may result in a permanent ban from all Adelaide Anthros (A2) events, meeting, gathering and social media platforms.

These consequences will be applied consistently, regardless of the individual's position or seniority within the Adelaide Anthros (A2).

## **9. REVIEW**

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The Adelaide Anthros (A2) will regularly review and monitor its policies and procedures to ensure that they are effective in preventing and addressing victimization, bullying, and harassment.

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