



Bullying, Harassment & Discrimination Guidelines

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BULLYING, HARASSMENT & DISCRIMINATIONS GUIDELINES

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BULLYING, HARASSMENT & DISCRIMINATIONS GUIDELINES

Purpose

Skunkworks Community has an explicit statutory duty of care in relation to the health, safety, and operational wellbeing of its camp participants. Any form of harassment, discrimination, and bullying that occurs within Skunkworks Community is strictly unacceptable, as these behaviours can create a threatening, unfriendly, or upsetting camp experience that severely impacts the wellbeing of our community members.

These Guidelines have been specifically written to assist staff, volunteers, directors, and camp participants with identifying the precise kinds of behaviour that may be defined as harassment, discrimination, or bullying, and to outline structured options for resolving incidents.

Scope

This guidelines document applies universally to all staff, Committee members, camp participants, students, contractors, and volunteers of Skunkworks Community across all associated camps, rehearsal intensive workshops, and ensemble platforms.

Objective

Skunkworks Community is firmly committed to providing a safe, inclusive, and respectful environment for all camp participants that is free from all forms of discrimination, bullying, and harassment (including sexual harassment). To achieve this environment, the organisation maintains the following core behavioral aims:

- All Skunkworks Community participants are strictly required to treat others with absolute dignity, courtesy, and respect.
- By effectively implementing our core behavioral directives, we seek to ensure that all who are involved demonstrate the highest moral and ethical standards.
- We work collectively to build and maintain a positive, supportive, and creatively rewarding artistic environment for everyone.

Glossary & Policy Context

The terminology and operational structural definitions utilised throughout this guideline document align directly with the primary definitions established in the main organisational policy framework file, ***Skunkworks Community Bullying, Harassment & Discrimination Policy.docx***. Stakeholders are advised to review that document in tandem with these guidelines to ensure consistency in formal classification and reporting.

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Core Policy & Procedure Links

These guidelines serve as a practical field support tool and should be read alongside the primary **Skunkworks Community Bullying, Harassment & Discrimination Policy.docx** and the corresponding Bullying, Harassment and Discrimination Procedure manual. The procedure manual outlines detailed, step-by-step requirements for the receipt, formal assessment, structural addressing, and final determination of allegations at Skunkworks Community.

Operational Guidelines: Identifying Unacceptable Conduct

Discrimination, bullying, and sexual harassment are entirely unacceptable at Skunkworks Community and are strictly unlawful under the following state and federal statutory instruments:

- 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)

Disciplinary Notice: Staff, volunteers, and all participants found to have engaged in prohibited conduct will be counselled, warned, or disciplined. Severe, malicious, or repeated breaches can lead to formal discipline up to and including immediate dismissal, expulsion from camp activities, or direct reporting to external enforcement bodies.

Discrimination

Discrimination consists of treating, or proposing to treat, an individual unfavourably because of a personal characteristic protected by law, such as sex, age, race, or disability. Under active legal frameworks, discrimination presents in two distinct formats:

Direct Discrimination

Occurs when a person or group is treated less favourably than another person or group in a similar situation because of a personal characteristic protected by law.

- Example: A camp worker or participant is repeatedly harassed, marginalised, or humiliated due to their ethnic background or race.
- Example: A qualified participant is refused placement or ensemble access because they are deemed 'too old' by camp staff.

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Indirect Discrimination

Occurs when an unreasonable requirement, condition, or organisational practice is imposed that has, or is highly likely to have, the effect of disadvantaging people who share a personal characteristic protected by law.

- Example: Forcing a participant to perform an action or sing a specific text that directly contradicts their deeply held, verified religious beliefs.

Protected personal characteristics under Federal discrimination law include:

- A disability, disease, or physical/mental injury (including work-related injuries).
- Parental status or status as a carer (e.g., being responsible for caring for children or elderly family members).
- Race, colour, descent, national origin, or distinct ethnic background.
- Age, whether young or old, or classifications based on age in general.
- Sex, biological gender, or legal gender identification.
- Industrial activity, including being an active member of an industrial organisation or trade union, or choosing not to join.
- Religion, spiritual affiliation, or distinct philosophical beliefs.
- Pregnancy, childbirth, and breastfeeding requirements.
- Sexual orientation, intersex status, or gender identity (inclusive of gay, lesbian, bisexual, transsexual, transgender, queer, and heterosexual individuals).
- Marital status, whether single, married, divorced, separated, or in a de facto/same-sex relationship.
- Political opinion or ideological alignment.
- Social origin or socioeconomic background.
- Medical records, genetic data, or physical health histories.
- An association with someone who has, or is assumed to have, one of these characteristics (such as being the parent of a child with a physical disability).

Important Notice: It is also strictly against the law to treat someone unfavourably because you assume they possess a personal protected characteristic, or may possess it at some point in the future.

Bullying

If an individual is targeted and bullied because of a personal characteristic protected by equal opportunity legislation, it is classified directly as a form of illegal discrimination. Bullying can take many forms, including jokes, teasing, persistent nicknames, targeted emails, images, text messages, social isolation, deliberate ignoring, or unfair workplace allocation practices. Under Federal law, this behavior does not have to be repeated to constitute discrimination—a severe, single one-off event is sufficient.

Specific behaviors that may constitute bullying frameworks include:

- Sarcasm, mockery, and other demeaning, weaponised language choices.
- Verbal threats, personal abuse, or shouting directed at an individual.
- Coercion, manipulation, or abuse of hierarchical position.
- Social isolation, deliberate exclusion from ensemble meetings, or freezing individuals out.

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- Inappropriate, systemic blaming or scapegoating for camp operational errors.
- Ganging up or organizing group-based targeting against a peer or volunteer.
- Constant, destructive, and entirely unconstructive criticism that lacks developmental utility.
- Deliberately withholding essential information, music scores, or equipment that a person requires to execute their job or access their basic camp entitlements.
- Unreasonable, arbitrary refusal of requests for leave, developmental training, or standard workplace benefits.

Workplace Bullying Defined

Workplace bullying is explicitly defined as repeated and unreasonable behaviour directed towards a worker or a group of workers that creates a distinct risk to health and safety. This definition is fully inclusive of all active staff and volunteers at Skunkworks Community.

- Repeated behaviour refers to the persistent, ongoing nature of the conduct and can refer to a range of varied behaviors over an extended duration.
- Unreasonable behaviour means behaviour that a reasonable person, having considered all contextual circumstances, would evaluate as unreasonable, including conduct that is victimising, humiliating, intimidating, or threatening.

What is NOT Workplace Bullying: Reasonable administrative action taken by a Director or supervisor to direct, manage, and control the way musical or camp work is carried out, provided the action is executed in a lawful, respectful, and reasonable way, taking all particular camp circumstances into account.

Sexual Harassment

Sexual harassment is a specific, severe, and legally actionable form of harassment. It constitutes any unwelcome sexual behaviour which a reasonable person, having regard to all circumstances, would expect would make the target feel offended, humiliated, or intimidated. Sexual harassment can be physical, spoken, written, or electronic, and includes:

- Inappropriate comments regarding a person’s private life, relationship status, or physical appearance.
- Sexually suggestive behaviour, such as leering, inappropriate staring, or making loaded gestures.

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- Brushing up against someone, uninvited touching, fondling, or forced hugging/kissing.
- Sexually suggestive comments, jokes, or double entendres during rehearsals or social gaps.
- Displaying offensive screen savers, photos, calendars, or explicit objects within camp spaces.
- Repeated, unwanted requests to go out on dates or social outings.
- Explicit, direct requests or demands for sexual favors.
- Sexually explicit posts, tags, or commentary on social networking sites or camp groups.
- Insults, taunts, or gender-based slurs of an explicitly sexual nature.
- Intrusive, prying questions or statements regarding a participant's or staff member's private life.
- Sending sexually explicit emails, text messages, memes, or digital communications.
- Inappropriate, predatory advances on social media or professional networking platforms.
- Accessing sexually explicit or pornographic internet sites using camp networks or devices.
- Behaviour that constitutes a severe offense under criminal law, including physical sexual assault, indecent exposure, stalking, or obscene/threatening communications.

Key Principles of Assessment:

Lack of Objective Objection: Just because a participant does not explicitly object to inappropriate behaviour at the time it occurs does NOT mean they consent to or welcome the conduct.

Jurisdictional Coverage: Sexual harassment is strictly covered whenever it happens at work, at camp-related social events, between people sharing the same camp space, or between colleagues/participants outside of official hours.

Single Incident Threshold: A single incident is entirely enough to constitute sexual harassment—it does not require a pattern of repetition.

Individual Limits: Skunkworks Community recognises that comments and behaviours that do not offend one specific person can severely offend another.

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These guidelines mandate that all staff and volunteers respect other people's boundaries without exception.

Victimisation

Victimisation is the act of subjecting, or threatening to subject, an individual to any form of detriment because they have asserted their legal rights under equal opportunity law, made an official complaint, assisted another person in making a complaint, or refused to perform an action because it would violate discrimination or harassment laws. Victimisation is strictly illegal.

It is also classified as victimisation to threaten or intimidate a witness who may be involved in investigating an internal or external equal opportunity concern. Skunkworks Community maintains a strict zero-tolerance approach to victimisation, and any proven instances will result in immediate formal disciplinary escalation and termination.

Gossip & Confidentiality Breaches

It is entirely unacceptable for camp participants, tutors, or supervisors of Skunkworks Community to engage in gossip or talk with other staff, Committee members, volunteers, or students about any active or historical complaint of discrimination or harassment. Breaching the absolute confidentiality of a formal complaint investigation or inappropriately disclosing personal information obtained in a professional or educational role (for example, as a camp tutor or first aid officer) is a severe breach of this policy framework and will lead to immediate disciplinary actions.

Options Available to Camp Participants

Skunkworks Community strongly encourages any camp participant who believes they have been subjected to discrimination, bullying, sexual harassment, or victimisation to take immediate, proactive action. The organisation will strictly follow the provisions of the primary ***Skunkworks Community Bullying, Harassment & Discrimination Policy.docx*** and the formal Bullying, Harassment and Discrimination Procedure to swiftly, safely, and transparently resolve all complaints.

Ancillary Policies & Framework Alignment

Skunkworks Community personnel, directors, and camp volunteers are directed to review this guideline document in immediate conjunction with the following interconnected risk-management policies:

- Child Safety and Wellbeing Policy
- Code of Conduct
- Complaints Management Policy and Procedure
- Diversity, Equity and Inclusion Policy
- **Skunkworks Community Bullying, Harassment & Discrimination Policy.docx**
- Harassment, Discrimination and Bullying Procedure
- Mental Health and Wellbeing Policy
- Social Media Policy

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Policy Governance & Maintenance

Administration of this Policy

The Director (Governance and Strategy) is solely responsible for the systematic application, administrative oversight, and compliance auditing of these Guidelines across all active summer intensive camps and year-round brass band activities.

Amendments and Review Cycles

Following initial formal approval of these Guidelines by the SW Directors, all subsequent revisions, structural expansions, and minor updates are delegated to the SW Directors for final sign-off. This document will be comprehensively reviewed every 1 year, unless unexpected changes in state or federal anti-discrimination legislation require immediate administrative modification.

Document Control & Version History

The table below documents the administrative progression and current status of this regulatory guidelines text:

Version	Date	Author	Description of Change	Approved By
V1.0	05/09/2025	Dusty Vallance	Creation of foundational Guideline frameworks.	SW Directors
V1.1	28/04/2026	Dusty Vallance	Insertion of formal Cover Page and layout structures.	SW Directors
V1.2	22/06/2026	Dusty Vallance	Comprehensive expansion into standardised working document layout.	Pending Review