



Bullying, Harassment & Discrimination Policy

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BULLYING, HARASSMENT & DISCRIMINATION POLICY

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BULLYING, HARASSMENT & DISCRIMINATION POLICY

Purpose

The purpose of this policy is to set out Skunkworks Community’s commitment to the health and safety of its staff, Committee, volunteers, and students, and is intended to assist with identifying behaviours that may be defined as discrimination, harassment, or bullying, and to provide a structural framework for resolving incidents. This policy has been explicitly developed to meet the rigorous statutory requirements of the VIC Commission for Children and Young People and its 11 Child Safe Standards.

Scope

This policy applies universally to all staff, Committee members, students, and volunteers of Skunkworks Community across all operations, camps, workshops, and ensemble settings.

Objectives

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

All Skunkworks Community participants are strictly required to treat others with dignity, courtesy, and respect.

By effectively implementing our Bullying, Harassment and Discrimination Policy, we seek to ensure that everyone involved demonstrates the highest moral and ethical standards.

We work collectively to build and maintain a positive, supportive artistic environment for everyone.

Glossary of Terms

To ensure absolute clarity across all operational levels, the following definitions apply within this policy framework:

Term	Definition
Adult	Any person over the age of 18 years.
Skunkworks Community (SW)	Refers strictly to the registered Australian Charities and Not-for-profits Commission (ACNC) entity trading as Skunkworks Community Inc. (ABN 39 648 443 038).
Bullying	Refers to someone who is being discriminated against because of a personal characteristic protected by equal opportunity law or experiencing repeated, unreasonable behavior directed towards them that creates a risk to health and safety.

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Participants	Refers to staff, students, Committee members, and volunteers evaluated as a collective group.
Directors	Refers to the three formally appointed Skunkworks Community Directors.
Child (or Children)	Any person under the age of 18 years.
Committee	Refers to the Skunkworks Directors and all appointed roles, explicitly including the retained accountant.
Complainant	Means the specific person or group of people who have formally lodged an internal or external complaint.
Discrimination	Refers to treating, or proposing to treat, someone unfavourably because of a personal characteristic protected by the law, such as sex, age, race, or disability.
Harassment	Refers to unwelcome behaviour that makes a person feel offended, belittled, intimidated, or apprehensive, and that a reasonable person, considering all accompanying circumstances, would expect to cause offence, intimidation, or apprehension.
Member Protection Officer (MPO)	Refers to the specialized role appointed by the Skunkworks Director to provide information and guidance on complaints procedures. They serve as the first point of call for concerns regarding harassment, discrimination, or bullying.
Sexual Harassment	Refers to unwelcome sexual behaviour, which could reasonably be expected to make a person feel offended, humiliated, or intimidated.
Staff	Refers collectively to the positions of Director, camp tutors, musical conductors, Composer-In-Residence, Camp Parents, professional Accompanist, Accountant, Librarian, independent contractors, and the First Aid Officer.
Participant(s) (Specific)	Refers to any participant attending Skunkworks Community programs and associated activities, including the Victoria State Youth Brass Band, Youth Festivals, Summer Intensive Camps, or Master Classes.
Victimisation	Refers to discriminating against a person or harassing/bullying them in any way because they exercised (or considered exercising) their legal rights under equal opportunity legislation.
Volunteer(s)	Refers to a person, or organized group of people, who freely offers to take part in or undertake a task on behalf of Skunkworks Community.

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Policy & Behavioral Guidelines

Part A – Rights and Responsibilities

All participants within our community are legally and operationally entitled to:

- Recruitment and organizational selection decisions based entirely on merit, completely unaffected by irrelevant personal characteristics.
- Full participation in all Skunkworks activities, ensembles, and camps free from discrimination, bullying, and sexual harassment.
- The right to raise issues, make an official enquiry, or lodge a complaint in a reasonable and respectful manner without any fear of being victimised.
- Reasonable operational flexibility in working or attendance arrangements, especially where needed to accommodate family responsibilities, a disability, religious beliefs, or culture.
- In turn, all participants must strictly adhere to the following obligations:
- Faithfully follow the behavioral standards and rules outlined clearly throughout this policy.
- Offer proactive support to peers who experience discrimination, bullying, or sexual harassment, including providing them with clear information on how to safely make a complaint.
- Completely avoid harmful gossip and strictly respect the total confidentiality of all formal and informal complaint resolution procedures.
- Treat every single individual within our community with absolute dignity, courtesy, and respect.

Part B – Additional Responsibilities of the Director and Committee

The Executive Director and Committee members hold heightened leadership obligations and must:

- Consistently model appropriate, exemplary standards of inclusive behaviour.
- Take proactive steps to educate and make staff and volunteers fully aware of their obligations under this policy and the law.
- Intervene quickly, decisively, and appropriately the moment they become aware of inappropriate or borderline behaviour.
- Act with absolute fairness to resolve issues and enforce behavioral standards, ensuring all relevant parties are fully heard.
- Help camp participants resolve sensitive interpersonal complaints informally wherever appropriate.
- Refer all formal complaints regarding breaches of this policy directly to the Member Protection Officer (MPO) for rigorous investigation.
- Ensure that any participant who raises an issue or makes a formal complaint is fiercely protected from victimisation.
- Guarantee that all recruitment and placement decisions are based strictly on merit and that no discriminatory requests for personal information are made.

Part C – Unacceptable Conduct

Discrimination, bullying, and sexual harassment are entirely unacceptable at Skunkworks Community and are strictly unlawful under state and federal legislation, including:

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- 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: Any participant found to have engaged in prohibited conduct will be counselled, warned, or disciplined. Severe, systemic, or repeated breaches will lead to formal discipline, up to and including immediate dismissal, expulsion from the camp without refund, or formal reporting to legal authorities.

Part D – Statement of Commitment

Skunkworks Community aims to provide an environment to staff, Committee, volunteers, and students that is entirely free of harassment. Harassment of participants, including staff, Committee, volunteers, students, or members of the public, in any circumstances associated with Skunkworks Community, is completely unacceptable.

Incidents of discrimination, harassment, and bullying will be treated with the utmost seriousness under the Bullying, Harassment and Discrimination Procedure, enforcing the following strict protocols:

- All complaints will be dealt with promptly, equitably, and in absolute accordance with the core principles of natural justice.
- Total confidentiality will be maintained by all administrators throughout the complaint resolution process.
- Formal disciplinary procedures will be swiftly invoked in cases involving serious, malicious, or persistent harassment or bullying.
- Retaliation or victimisation resulting from a complaint being filed will not be tolerated under any circumstances.

Part E – Options for Reporting

Skunkworks Community strongly encourages any participant who believes they have been discriminated against, bullied, sexually harassed, or victimised to take immediate action. Affected individuals should directly contact the Directors, who will immediately help connect the complainant with Skunkworks Community's designated Member Protection Officer (MPO) for secure, guided assistance.

Part F – Disciplinary Action & External Redress

Skunkworks Community will take decisive disciplinary action against any participant found guilty of harassment, discrimination, or bullying. The exact disciplinary outcome will depend on the severity of the case and can involve formal counselling, immediate termination/dismissal, or total expulsion from all Skunkworks activities.

Furthermore, disciplinary measures apply equally to anyone found to have bullied, harassed, or victimised another member for filing a complaint. Skunkworks Community will take identical disciplinary action against any participant found to have intentionally made false, vexatious, or frivolous allegations. Apart from internal complaint resolution pathways, a complainant or

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Skunkworks Community may, at any time, contact state or federal anti-discrimination/human rights bodies for external advice or to lodge a formal external legal complaint.

Part G – Communication and Training Framework

To ensure full compliance and organizational awareness, Skunkworks Community guarantees that:

- All staff, Committee members, and volunteers are made completely aware of this policy during their mandatory induction process.
- This policy document is hosted openly and can be easily accessed by all staff, Committee, and volunteers at any time.
- Personnel are explicitly informed whenever a specific camp or musical activity aligns with or triggers the provisions of this policy.
- All staff, Committee, and volunteers are empowered to actively contribute and provide regular feedback regarding this policy.
- All stakeholders are notified immediately of any structural changes or updates made to this document.
- All active personnel must complete any required training modules aligned with this policy framework.

As part of the annual induction and training cycle, all new staff, Committee members, and volunteers are required to complete the training and demonstrate comprehensive knowledge of the following Skunkworks Community instruments:

- Skunkworks Community Child Safe Standards - Volunteer Training
- Skunkworks Community Volunteer Policy
- Skunkworks Community Volunteer Handbook

The Skunkworks Community Directors and the designated Child Safety Officer (CSO) are strictly required to track all completed volunteer training throughout the year, ensuring all updates regarding child welfare and safety are properly implemented.

Part H – Monitoring, Review, and Effectiveness

Skunkworks Community will formally review this policy twelve months after its initial implementation and every two years thereafter to ensure operational efficacy. The ongoing effectiveness of the policy will be rigorously assessed through:

- A continuous review of direct feedback received from staff, Committee members, volunteers, and camp participants.
- An objective evaluation by the Skunkworks Committee to determine if key behavioral objectives have been met and to identify any systemic barriers or enablers to ongoing policy implementation.

Operational Procedures & Guidelines

Procedures Matrix: For detailed requirements regarding the official receipt, structural assessment, management, and final determination of allegations, please refer directly to the separate Bullying, Harassment and Discrimination Procedure document.

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Identification Guidelines: To assist in identifying specific real-world behaviors that constitute bullying, harassment, or discrimination, or to explore options for informal resolution, please refer directly to the Bullying, Harassment and Discrimination Guidelines manual.

Ancillary Policies & Framework Alignment

Skunkworks Community personnel and volunteers are strongly encouraged to read and apply this policy in close conjunction with our broader operational and safety documents:

- Child Safety and Wellbeing Policy
- Code of Conduct
- Complaints Management Policy and Procedure
- Diversity, Equity and Inclusion Policy
- Harassment, Discrimination and Bullying Guidelines & Procedures
- Social Media Policy

Policy Governance & Maintenance

Administration of this Policy

The Director (Governance, Strategy and Risk) is solely responsible for the systematic application, administrative oversight, and compliance auditing of this policy.

Amendments and Review Cycles

Following initial approval of this Policy by the Board, further amendments, subsequent revisions, and minor updates are fully delegated to the SW Directors for approval. This policy will be reviewed every 1 year, unless changing state/federal legislation mandates a more immediate update.

Document Control & Version History

The table below tracks the complete administrative modification history for this regulatory policy:

Version	Date	Author	Description of Change	Approved By
V1.0	05/09/2025	Dusty Vallance	Creation of foundational Policy framework.	SW Directors
V1.1	28/04/2025	Dusty Vallance	Insertion of formal Cover Page element.	SW Directors
V1.2	22/06/2026	Dusty Vallance	Comprehensive extension into formal working document layout.	Pending Review