



**ESTATES SOCCERY CLUB INC  
(‘Estates’)**

**SEXUAL HARASSMENT POLICY**

14 – 16 Tully Street  
South Townsville QLD 4810

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## **PART 1 - RATIONALE & PURPOSE**

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- 1.1 In this policy Members means registered players of Estates, committee members, club volunteers and parents of junior players.
- 1.2 Estates has zero tolerance to sexual harassment. Members and employees are responsible for ensuring that Estates and its workplace is free from all forms of harassment and must not engage in any behaviour that could amount to sexual harassment.
- 1.3 Sexual harassment will not be accepted in any club or work-related context which includes, but is not limited to, training days, game days, conferences and meetings, work functions, training events, business trips, carnivals, work-related or club social events (inside and outside club hours).
- 1.4 This policy applies to visitors to Estates and spectators attending club grounds.
- 1.5 This policy outlines the responsibility that all Members and employees have in ensuring that Estates and its workplace is free from sexual harassment.

## **PART 2 - EXAMPLES OF SEXUAL HARASSMENT**

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- 2.1 Examples of sexual harassment can include, but are not limited to:
  - a) unwelcome physical touching;
  - b) sexual or suggestive comments, jokes or innuendo;
  - c) unwelcome requests for sex or sexual favours;
  - d) intrusive questions about a person's private life;
  - e) comments about a person's appearance or physical attributes;
  - f) the display of material such as posters or pictures of a sexual nature;
  - g) unwanted invitations of a sexual nature;
  - h) staring or leering;
  - i) sexually based insults or taunts;
  - j) communications, including telephone calls, letters, faxes, emails, text messages and social media broadcasts of a sexual nature.

### **PART 3 - REPORTING AND INVESTIGATING SEXUAL HARASSMENT**

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- 3.1 Estates Management Committee has an obligation to take appropriate action should a person (complainant) raise concerns or a complaint about sexual harassment.
- 3.2 If a complainant raises a complaint of experiencing or witnessing sexual harassment, Estates will :-
  - a) Listen to the complainant to identify the issue and provide appropriate support; and
  - b) Manage the complaint in accordance with Estates' Grievance Policy.
- 3.3 If a complainant asks that no action be taken, the Management Committee will need to consider the nature and seriousness of the alleged conduct in determining whether action is taken.
- 3.4 A Member, employee, spectator or visitor who has engaged in sexual harassment may be held individually liable for their actions, which may include disciplinary action and/or private legal action. Action may also be taken against Members or employees found to have made vexatious complaints.
- 3.5 Where necessary and appropriate, Estates will take appropriate action to discipline any person found to have engaged in sexual harassment. This may involve termination of the person's employment or membership and/or exclusion from the club and/or referral to the Queensland police.
- 3.6 Members and employees are encouraged to report all complaints of sexual harassment to the Management Committee. Complaints should be reported to one of the following committee members :-
  - a) Secretary (admin@estatesfootballclub.com.au)
  - b) President (president@estatesfootballclub.com.au)
  - c) Treasurer (treasurer@estatesfootballclub.com.au)

### **PART 4 - MEMBERS AND EMPLOYEES MINIMUM REQUIREMENTS**

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- 4.1 Estates management committee, committee members and coaches are required to:
  - a) provide leadership on the implementation of awareness initiatives which promote an environment free from sexual harassment;

- b) model appropriate behaviour
- c) monitor the workplace to ensure acceptable standards of conduct are observed
- d) take reasonable steps to promote this policy and educate Members and employees about appropriate and acceptable behaviour
- e) treat all allegations of sexual harassment seriously and sensitively
- f) take appropriate action to address allegations of sexual harassment.

4.2 All employees and Members are required to:

- a) understand what sexual harassment is;
- b) not engage in behaviour which may amount to sexual harassment;
- c) not encourage other Members or employees to engage in conduct which could amount to sexual harassment;
- d) report behaviour which could amount to sexual harassment;
- e) comply with the requirements of this policy.

## **PART 5 - CONCLUSION**

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5.1 Estates will make every effort to ensure that all Members and employees are familiar with this policy and know that any complaint received will be thoroughly investigated and appropriately resolved.