



ANTI-BULLYING POLICY

SCOPE

This policy outlines Karapiro Rowing Inc. (KRI) stance on bullying whilst working for, or volunteering at a KRI run regatta.

Version 1, September 2020

Conduct

All persons engaged in full-time, part-time, on contractor roles or working on a voluntary basis by Karapiro Rowing Inc (KRI) must abide by the KRI Code of Conduct, including this Anti-Bullying Policy. All individuals are expected to treat each other, and those they deal with, in the course of their involvement with KRI, with respect and in a professional manner. All individuals must:

- Respect the rights, dignity and worth of all others and treat others with respect and courtesy at all times
- Maintain professionalism, use effective communication skills, and accept responsibility for, their actions
- Maintain high personal standards at all times, including those relating to language, temper and punctuality
- Provide constructive and positive feedback
- Demonstrate inclusiveness and kindness to others
- Care for and respect all equipment provided to them by KRI as part of their role
- Comply with all relevant policies and codes of KRI, and rules, laws and regulations where applicable
- Not act in a way that may bring disrepute to KRI or its sponsors, funders or other stakeholders

KRI does not tolerate any forms of harassment, bullying, discrimination, threatening behaviour or abuse including, but not limited to:

- Sexual or racial abuse or harassment
- Verbal or on-line abuse, bullying or harassment
- Malicious gossip or the spreading of rumours that have the potential to compromise workplace relationships
- Undermining the reputation or integrity of colleagues or the organization; and
- Any behaviour likely to breach the Human Rights Act 1993

Harassment and Bullying

Harassment and bullying at KRI is not acceptable and is considered to be a serious offence. If any individual feels they have been subjected to any form of harassment (sexual, racial, political, social, or religious) or bullying, it may be discussed (confidentially) with a KRI Board Member or Operations Manager.

Complaints of harassment or bullying will be taken seriously, and instances of harassment or bullying may lead to dismissal.

What to do if you think you are being bullied

There is a fine line between a strong workstyle and bullying behaviour. Bullying behaviour makes a person feel demoralised and isolated.

Share your experience: Talk to someone you trust, someone who will support you and provide a fresh perspective and sympathetic ear.

Make a record: Keep a diary of details and events. Include names of witnesses of any emails or relevant correspondence.

Complete Bullying Complaint form: The Bullying Complaint form can be obtained from the Operations Manager victoria@karapirorowing.com or Regatta Manager.

Seek advice and support: Contact someone who can help you. It may be the Chief in your area, a KRI Board member, or the Operations Manager. The Operations Manager is available to be contacted on 0212255867.

DO

- ✓ Treat others with respect
- ✓ Use effective communication skills
- ✓ Provide constructive positive feedback
- ✓ Include everybody in activities
- ✓ Be professional
- ✓ Be kind

DON'T

- Don't intimidate, manipulate or threaten
- Don't be verbally or physically abusive
- Don't be unreasonable and persistent in your criticism
- Don't deliberately exclude or isolate someone
- Don't set unachievable targets or unrealistic deadlines
- No homophobic, racist or sexist comments
- Don't embarrass someone in public
- Don't bad mouth your colleagues

Breaches of Policy

Any breach of this Policy, or any part of it, may result in disciplinary action under the individual's employment agreement, contract, engagement as a volunteer or other applicable KRI regulations and policies.

Maintenance of this Policy

This Policy will be reviewed and amended if necessary, at least every three years. The KRI Board may amend this Policy at any time that they see fit.

This Code is due for review in September 2021 or earlier as required.

Karapiro Rowing Inc. Chair: _____

Date: _____

