

**Port Adelaide Caledonian Society Inc.
NATIONAL POLICY NO. 2
ANTI-HARASSMENT POLICY**

POLICY STATEMENT:

The Port Adelaide Caledonian Society Inc. in pursuing its main object to preserve and perpetuate through education, the national songs and dances of Scotland and to foster a love and knowledge of Scottish history and literature in the rising generation aims to improve the quality of life for its members and does not accept any form of harassment. It is a serious matter and immediate action will be taken if harassment occurs.

DEFINITION:

Harassment is any action which hurts, injures, embarrasses, upsets or threatens someone else and takes away their rights. Harassment involves uninvited physical, verbal or psychological behaviour which makes another person or group feel uncomfortable, intimidated, hurt or anxious.

RATIONALE:

The Port Adelaide Caledonian Society Inc seeks to affirm each person's worth and dignity. Harassment prevents a member from being in a safe environment where they can feel confident in themselves and all members of the Society. It affects everyone, not just the perpetrators and complainants. Harassment also affects those others who may witness the intimidation and distress of the complainant.

GUIDELINES:

A safe and secure environment will be provided for all members of the Society. Every effort will be made to promulgate the view that harassment is not tolerated in the Society. Every effort will be made to ensure that communication is open and honest across the entire Society. A physical environment which encourages positive behaviour patterns will be a priority. An agreed set of procedures that treats both the complainant, the harasser and bystanders in a just way will be developed and implemented. The Association reserves the right, or may be required, to report serious harassment to the appropriate authorities.

PRINCIPLES OF NATURAL JUSTICE:

The Principles of Natural Justice must be observed in dealing with reported cases of harassment.

This Policy will be implemented and enforced as from 1 July 2012

Approved: _____

Signature: _____

Date of Original Policy: _____

Date Reviewed: _____