



OCGFC Code of Conduct and Policies Manual



At Old Carey Football Club (OCGFC) we are committed to the health and safety and wellbeing of our community including volunteers, players, parents, employees and spectators (defined as Personnel in this document). We aim to create a culture of inclusivity and respect where everyone involved can expect a positive Club environment. We want to be the very best we can at all times.

Clubs or sports organisations have a responsibility to operate without discrimination or victimisation, including not discriminating against applicants for membership of the club.

OCGFC have a responsibility to make sure our premises and activities are safe and free from sexual harassment.

While a person is responsible for their own unlawful behaviour, clubs or sports organisations, as an employer, can also be held responsible.

OCGFC can be held legally responsible for incidents of:

- discrimination
- bullying
- racial and religious vilification
- sexual harassment
- victimisation

By being part of OCGFC you agree to these conditions and take all aspects of this document seriously.

OCGFC values

OCGFC wants everyone to feel safe in our community. Behaviour which makes people feel unsafe or unhappy is not acceptable. Sexual Harassment, Discrimination, Victimisation and Vilification is unacceptable behaviour. People must not engage in it.

All complaints of Sexual Harassment, Discrimination, Victimisation and Vilification will be handled impartially, confidentially and sensitively.

Disciplinary action will be taken against anyone who contravenes this Policy or otherwise engage in malicious behaviour.

Please read this Policy carefully, and ensure you abide by it all times. Only with everyone's participation can OCGFC create a happy and safe environment.

We aim to achieve a happy and safe environment by:

- creating an environment which is free from Sexual Harassment, Discrimination, Victimisation and Vilification, and where everyone is treated with dignity, courtesy and respect;
- providing an effective procedure for complaints and reports;
- treat all complaints and reports in a sensitive and timely manner;
- protecting our community from Victimisation or reprisals;
- encourage reporting of behaviour which breaches this Policy; and
- promoting appropriate standards of conduct



OCGFC Code of Conduct and Policies Manual



Responsibilities of the OCGFC community

All Personnel must:

- follow the standards of behaviour outlined in this Policy;
- offer support to people who experience Sexual Harassment, Discrimination, Victimisation or Vilification, including providing information about how to make a complaint;
- avoid gossip and respect the confidentiality of complaint resolution procedures; and
- treat everyone with dignity, courtesy and respect

Drugs & Alcohol

Safety is paramount at OCGFC. At times (including functions) there is exposure to drugs (illegal substances) and alcohol; there is a responsibility of the community to ensure everyone is safe and not exposed to unnecessary danger.

Drugs (illegal substances) are strictly forbidden at OCGFC.

Volunteers and employees who have Drugs in their possession whilst at OCGFC events and games should expect disciplinary action.

Social Media, Information Technology & Communication Tools

OCGFC is supportive of utilising Communication Tools, including social media, in personal time. However, it is essential when expressing personal views through the use of Communication Tools that this is not done in a manner which injures OCGFC reputation and goodwill.

Disciplinary action will be taken against anyone who contravene this Policy or otherwise engage in unacceptable behaviour when using Communication Tools.

What are social media tools?

Social media tools are the various online technology tools that enable people to communicate via the internet to share information. They include, but are not limited to, the following:

- social networking sites such as Facebook, Instagram, Myspace, LinkedIn and Snapchat;
- chat rooms;
- multimedia hosting such as YouTube, TikTok and Flickr;
- blogs;
- micro-blogging platforms such as Twitter and Tumblr;
- forums such as Google, and Yahoo Groups; and
- online encyclopedias such as Wikipedia



OCGFC Code of Conduct and Policies Manual



Unacceptable use

Unacceptable use of Communication Tools broadly involves activity that is unlawful, discriminatory, offensive, threatening or usage that would harm, or threaten to harm, the reputation or goodwill of OCGFC.

The following is a list of activities that would generally constitute unacceptable use. This list is intended to be a guideline for everyone when considering what is unacceptable use and is by no means comprehensive.

Harming reputation etc.: Engaging in activities that adversely affect OCGFC, or that adversely affect OCGFC reputation, goodwill or profitability. This includes:

- making untrue, derogatory, defamatory or potentially harmful comments about OCGFC;
- engaging in any illegal or unacceptable behaviour or activity that could discredit, disparage or otherwise result in damage to OCGFC;
- using Communication Tools to bully, harass, discriminates against, Victimise or Vilify OCGFC;
- disclosing personal information of OCGFC without authority;
- disclosing confidential, sensitive or proprietary information about OCGFC; or
- representing yourself as somebody else.

Inappropriate emails: Sending emails that:

- are pornographic;
- have video, movie or game attachments;
- bully, harass, are Discriminatory, Victimise or Vilify;
- are obscene, defamatory, threatening or hateful;
- contain material that is offensive or discriminatory (e.g. jokes about a person's race, gender, sexual preference, religion, HIV/Aids status, colour, sex, disability, political beliefs, age, national/ethnic origin, pregnancy, family responsibilities, marital status, or transgender status);

Inappropriate use of social media: Utilising social media in a manner which:

- uses OCGFC name or discloses its affairs;
- discloses Confidential Information, intellectual property or trade secrets;
- bullies, harasses, is Discriminatory, Victimises or Vilifies OCGFC;
- is obscene, defamatory, threatening or hateful;
- publicises workplace disputes;
- damages, or has the potential to damage, OCGFC reputation or commercial interests or that of its Affiliates; or
- makes representations on our behalf without prior authorisation.

This list is not exhaustive.



OCGFC Code of Conduct and Policies Manual



Privacy and use of social media

You should exercise conservative judgement when deciding to post content or engage in online communication using social media in a way that directly or indirectly refers to OCGFC. If you are unsure if content may breach this Policy, you should check with Michael Tarrant - President before you post it.

Although users may consider content communicated through social media tools to be private, this content is frequently available to a larger audience. Many social media tools leave a permanent record of all content. Even content that is intended to be temporary (eg. a message sent via Snapchat) can be used, or recorded, in ways that retain a permanent record (eg. the recipient taking a screenshot). Accordingly, it is irrelevant that any use of social media is private. Use of social media in a private manner can still breach this Policy. It is not a defence to a breach of this Policy that you thought that you were using social media in a private context or way.

Social media content that breaches this Policy will be treated seriously.

Sexual Harassment via Communication Tools

Sexually Harassing behaviour includes:

- offensive or demeaning comments of a sexual nature;
- sexually explicit emails, text messages or posts on social networking sites; and
- the display of offensive material.

All of these forms of Sexual Harassment (and other harassing behaviour) can occur via Communication Tools. Having no intention to harass is not relevant in the law of Sexual Harassment in Australia. Your use of Communication Tools must not breach any of OCGFC Policies. This includes OCGFC Sexual Harassment, Anti- Discrimination, Victimisation and Vilification Policy.

Anyone who is found to have engaged in sexually harassing behaviour via the use of Communication Tools may be subject to disciplinary action, up to and including, termination of employment, or if applicable, termination of their engagement.

Sexual Harassment

Through the implementation of this Policy, OCGFC aims to prevent Sexual Harassment. This part of the Policy explains what Sexual Harassment is and what OCGFC requirements are for conduct.

What is Sexual Harassment?

Sexual Harassment is:

- any unwanted or unwelcome sexual behaviour which could be expected to make a person feel harassed, humiliated, offended or intimidated; or
- sex-based harassment, being unwelcome conduct of a seriously demeaning nature by reason of a person's sex which could be expected to make a person feel harassed, humiliated, offended or intimidated, (collectively, "Sexual Harassment").



OCGFC Code of Conduct and Policies Manual



A person does not need to intend for their behaviour to amount to Sexual Harassment for their conduct to be Sexual Harassment. Conduct can constitute Sexual Harassment notwithstanding that the perpetrator is not sexually attracted to the victim.

A single incident can constitute Sexual Harassment. Sexual Harassment does not need to be repeated behaviour.

Just because a person does not object or reject sexual behaviour does not mean it is not Sexual Harassment.

Sexual Harassment can take many forms and can be physical, spoken or written. Examples of Sexual Harassment include:

- comments or intrusive questions about a person's sex, private life or their appearance;
- making sexist, misogynistic or misandrist remarks about a person;
- sexually suggestive behaviour such as leering or staring at parts of a person's body;
- brushing up against someone, touching, fondling or hugging;
- making comments or jokes that are sexually suggestive or based on a person's sex;
- displaying images, objects or materials that are sexually graphic, sexist, misogynistic or misandrist;
- sexually explicit social networking posts;
- sexually explicit conversation;
- requests for sex;
- repeated unwanted requests to go on dates;
- unwelcome massaging;
- other behaviour that may also be considered an offence under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications; and
- requesting a person engage in degrading conduct based on their sex.

OCGFC acknowledges that Sexual Harassment is driven by gender inequality.

Unacceptable use of technology

We must not commit Sexual Harassment through use of the internet or email, regardless of where and when the harassment occurs.

We should not forward offensive e-mails, or other digital content from another source. By forwarding or sharing such content, you as an individual become responsible for that material.

Emails and many other digital communications are not private. Before anyone sends an email, they should consider how they would feel if everyone knew about the content of that email. Evidence of emails sent and web sites accessed remains on a computer system even after they have been deleted.

What may be funny to one person may be offensive to another. Sexual or offensive material should not be shared or sent amongst our community. Doing so may constitute Sexual Harassment.



OCGFC Code of Conduct and Policies Manual



What Sexual Harassment is not

Sexual Harassment is not conduct which is consensual, welcome, and reciprocated.

Sexual Harassment is unlawful

Sexual Harassment is unlawful. Legal action could be taken against perpetrators of Sexual Harassment under the following legislation:

- Sex Discrimination Act 1984 (Cth);
- Equal Opportunity Act 2010 (Vic) (if applicable);
- Anti-Discrimination Act 1977 (NSW) (if applicable); and
- Fair Work Act 2009 (Cth).

Some behaviour which constitutes Sexual Harassment may also constitute a criminal offence, such as stalking, assault, indecent exposure, sexual assault or obscene communications.

OCGFC may be liable for Sexual Harassment perpetrated by its Personnel. Sexual Harassment may also constitute sex Discrimination.

Sexual Harassment is unacceptable conduct.

Under no circumstances should Personnel engage in Sexual Harassment, no matter how big or small. Personnel should treat all persons with respect.

All Personnel are to comply with this Policy. Personnel should offer support to anyone who is Sexually Harassed. Subject to any obligations on OCGFC to eliminate Sexual Harassment, Discrimination, Victimization or Vilification, Personnel should maintain confidentiality should they provide information to an investigation of Sexual Harassment.

Personnel must not spread gossip about actual or alleged instances of Sexual Harassment. Doing so may constitute defamation or acts of Victimization.

Personnel should at all times endeavour to report to a Leader, instances of Sexual Harassment that they witness or become aware of.

Consequences

Sexual Harassment is not tolerated at OCGFC under any circumstances. Personnel should under no circumstances engage in Sexual Harassment.

Personnel who do not comply with this Policy, or otherwise engage in Sexual Harassment, will face disciplinary action, up to and including termination of engagement in any capacity. Disciplinary action will be taken against Personnel who Victimize or retaliate against a Personnel who makes a complaint about Sexual Harassment.



OCGFC Code of Conduct and Policies Manual



Bullying

A person Bullying another person because that other person has an Attribute is a form of Discrimination.

For the purposes of Discrimination, Bullying does not need to be repeated. A single incident is sufficient to constitute Discrimination. Bullying, of any kind, is unacceptable at OCGFC. Personnel are not to engage in it.

Discrimination is unlawful.

Discrimination is unlawful. Legal action could be taken against perpetrators of Discrimination under the following legislation:

- 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);
- Equal Opportunity Act 2010 (Vic) (if applicable);

In certain circumstances, Discrimination can be a criminal offence. OCGFC may be liable for Discrimination perpetrated by its Employees and agents.

Vilification and Victimisation

Vilification or victimisation attacking someone or a group based on their personal characteristics, like race, religion, gender, sexual orientation, disability, or age. It can take many forms, from verbal abuse and discriminatory behavior to online harassment and hateful imagery.

Why Do We Stand Against Vilification & Victimisation?

Vilification and victimisation creates a hostile environment, hurts individuals, and damages the spirit of our club. It goes against the core principles of fair play and inclusion that we hold dear.

Our Victimisation Commitment:

Zero Tolerance: We have a zero-tolerance policy for vilification and victimisation. Any incident will be taken seriously and investigated thoroughly.

Consequences: Depending on the severity, consequences for vilification and victimisation may range from warnings and mediation to suspension or expulsion from the club.

Education: We are committed to educating our members, players, coaches, and spectators about vilification and victimisation including its harmful effects.

Support: OCGFC is a safe space where everyone must feel comfortable reporting incidents and seeking support.



OCGFC Code of Conduct and Policies Manual



Making a complaint or report

OCGFC takes complaints and reports of Sexual Harassment, Discrimination, Victimisation and Vilification very seriously.

OCGFC wants Personnel to report to Michael Tarrant – President on 0416 012 181 any instances of Sexual Harassment, Discrimination, Victimisation or Vilification they become aware of.

Acknowledgement

I acknowledge that I have received a copy of the OCGFC Code of Conduct and Policies Manual. I have read and understand the content, requirements, and expectations contained in this document.

I agree to comply with the content, requirements, and expectations contained in the OCGFC Code of Conduct and Policies Manual.

Signature:

Printed name:

Date:

Other Resources:

- [VAFA Spectator Code of Conduct](#)
- [VAFA Social Media & Digital Communication Policy](#)
- [VAFA Player Code of Conduct](#)