



# LIVERPOOL-FAIRFIELD COMMUNITY RADIO CO-OPERATIVE LIMITED

ABN 58 832 839 936

## Harrasment Policy

### Introduction

Liverpool-Fairfield Community Radio Co-operative Limited (2GLF) operates under the principles of equal employment opportunity. This means that each volunteer or employee (if applicable) gets a fair go. The station will not take into consideration gender, marital status, pregnancy, age, disability homosexuality, careers' responsibilities or transgender (transsexuality) when allocating roles.

It is recognized that a person cannot do a good job or be fully productive he or she works with someone (fellow volunteers, members, directors or visitors) who they feel is harassing them either in a sexual way, or because of gender, race, age or category under the Anti Discrimination Act 1977. This policy is based upon the model policy provided by the Anti-Discrimination Board.

### Purpose

The purpose of this policy is to:

- Define harassment as it applies in law and to 2GLF
- Outline a standard procedure for people to act should they believe they are being subjected to harassment
- Define harassment as it applies in law and to 2GLF

### Policy

#### What is Harrasment?

Harassment is any type of behavior that:

- The other person does not want and does not return
- Offends, embarrasses or scares them, and is either
  - a) sexual
  - b) targets them because of their race, sex, pregnancy, marital status, carers' responsibility, transgender, homosexuality, disability or age.



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Harassment has the potential to make 2GLF uncomfortable, unsafe and unpleasant. Harassment often happens when people use power wrongly. The power may be related to:

- Position
- Cultural difference
- Number
- Political advantage

## What types of behavior could amount to harassment?

There are many types of verbal, non-verbal and physical behavior that could amount to harassment. The basic rule is if someone else finds it harassing then it could be harassment. The following types of behavior are not acceptable as they are extremely likely to offend others:

- Initiation rites that are sexual, or could offend, humiliate or intimidate someone
- Downloading pornography from the internet
- Referring to a person who is transgender by their previous name, calling him or her “it”
- Displaying any pornography (soft or hard core), or any naked pictures anywhere that anyone present at the station could see
- Stalking another volunteer, member or visitor to the station
- Indecent or sexual assault (from simple touching of the parts of the body to more serious forms of assault).

Anyone involved in such behaviors will be disciplined and may have their membership of the co-operative revoked.

In addition, depending on the situation (that is whether the other person finds it harassing) any of the following types of **verbal behavior** could amount to harassment:

- Sexual or suggestive remarks
- Making fun of someone on the grounds of race, disability, age, sex, sexuality and so on
- Imitating someone’s accent or disability
- Unwanted sexual propositions
- Repeated, unwelcome invitations to go out with someone
- Spreading sexual rumors about someone
- Obscene or racist, sexist or anti-gay (and so on) telephone calls, letters, faxes, or emails
- Obscene or racist, sexist or anti-gay (and so on) language or illustrations in any station sponsored publication
- Offensive jokes
- Repeated, unwelcome questions about someone else’s personal life
- Sexual, sexist, anti-gay (and so on) threats or insults



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- The use of language that is not suitable in the station – e.g. sexual, sexist, anti-gay and so on name calling

In addition, depending on the situation (that is whether the person finds it harassing) any of the following types of **bullying behaviors** at the station could amount to harassment. The following types of behavior, where repeated or occurring as a pattern of behavior could be considered bullying:

- Being overloaded with work, or not being given enough work to do;
- Being required to perform tasks without proper training or instruction, and which may place a person at risk from injury;
- Unfair rostering and allocation of work or being asked to perform non station related tasks.
- Being excessively supervised or criticized
- Subject to constant ridicule and being put down in front of other persons at the station
- Damage or interference with personal belongings, sabotage or undermining of work
- Being the victim of loud and abusive, threatening or derogatory language usually when other people are present
- Creation of an oppressive and/or unhappy work environment to coerce or intimidate volunteers and members
- Intimidation or threats to people not to report or complain about conditions, unacceptable behaviors or health, safety and welfare issues
- Leaving offensive messages on email or by telephone
- Maliciously excluding and isolating a person from station activities and promotional opportunities
- Humiliating a person through gestures, or sarcastic, racist or derogatory comments, often in front of others
- Spreading gossip, false or malicious rumors about a person with intent to damage a person's reputation
- Bullying behavior such as threats, blackmail, abuse or misuse of power or the sending of communications that are designed to belittle or offend the receiver

In addition, depending on the situation (that is whether the person finds it harassing) any of the following types of **bullying behaviors** at the station could amount to harassment. The following types of behavior, where repeated or occurring as a pattern of behavior could be considered bullying:

- Putting sexually suggestive, offensive or degrading/insulting material on walls, computer screen savers and email
- Suggestive looks and leers
- Unwelcome practical jokes
- Displaying or circulating racist, sexist and so on cartoons or literature
- Mimicking someone with a disability
- Ignoring someone, not sharing information with someone or being particularly cold or distant with them
- Offensive hand or body gestures



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- Unnecessary leaning over someone or standing too close to them
- Wolf whistling
- Continually ignoring someone's contribution in a work meeting or discussion

In addition, depending on the situation (that is whether the person finds it harassing) any of the following types of **physical behavior** at the station could amount to harassment:

- Unnecessary physical contact (pinching, patting, brushing up against a person, touching, kissing, hugging against a person's will
- Pushing, shoving or jostling.

## Many types of harassment are also against the law

It is against Anti-Discrimination law for any volunteer or member to harass:

- An applicant to be a volunteer or member
- Another member, presenter or volunteer
- A visitor to the station

## Violence at 2GLF

Violence and aggression includes verbal and emotional abuse or threats and physical attack to an individual, group or to property.

## What the law says

Violence at the station is not only an occupational health and safety issue. In some circumstances violence amounts to a crime. Violence should be reported to the police.

Occupational violence may be:

- Violence that is internal to the organization involving violence between members and volunteers
- Violence to people in the station from the general public, e.g. assault or robberies.

Violent acts may include:

- Verbal abuse, in person or over the telephone
- Written abuse
- Discrimination
- Bullying and harassment



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- Spitting
- Stalking
- Threats
- Ganging up, bullying and intimidation
- Physical or sexual assault
- Armed robbery
- Malicious damage to the property of visitors, volunteers or members.

## **What the Board, members and volunteers must do to prevent harassment**

All board members, volunteers and members must do their best to prevent harassment from happening at the station. Board Members must:

- Make sure everyone at the station understands the policy
- Know the arguments supporting this policy so that any questions or concerns that arise can be dealt with effectively
- Be a good role model – do not engage in any behavior which could be interpreted as harassment
- Make it clear that harassing behavior will not be tolerated from anyone
- Ensure the working environment is free of sexist, racist or any other type of stereotyping material, posters, and screen savers.
- Follow up any behavior changes that could mean that harassment is going on, or that anyone has a harassment grievance
- Make sure volunteers and members know that you want to hear immediately if anyone experiences harassment that they cannot sort out themselves. Make sure they know the grievance procedures and who they can speak to if they do not want to talk to a board member
- Act immediately if you are told about any harassment by following the grievance procedures.

## **What everyone else must do to prevent harassment**

It is the responsibility of all members, presenters, and volunteers to respect the rights of others and not to be involved in or encourage harassment.

- You must never do or get involved with the behaviors that are unacceptable to 2GLF.
- You must respect other people. Each person is different with different views about what they find acceptable and what is unacceptable. Each person has the legal right to be part of a station where they feel safe and where the behavior is not sexual, sexist, racist, anti-gay, anti-disability, ageist or stereotyping.
- You must be careful about anything that could be interpreted as sexual or stereotyping people because of the group they belong to.



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Be careful of:

- The words you use, the tone you use, and how you say things.
- Throw-away comments
- Sexual or stereotyping jokes
- Sexual or stereotyping pictures, cartoons, verse - on paper, walls, boards, emails or computers.
- Any type of touching
- Standing too close
- Gestures
- Sexual behavior of any sort
- Isolating or segregating others
- Initiation rites
- Bullying behavior
- Either don't do it, or check first to see if it is likely to be OK. Back off and apologies if they say, or indicate in any way, that they don't like it.
- If you are harassed, if you can, tell them to stop it. If you are not comfortable doing that, or they do not stop, please use the grievance procedure so that the situation can be sorted out.
- If you hear anyone else do anything that you think could amount to harassment, you must talk to them about it, giving reasons why they should stop doing it.
- If you become aware that someone you work with is being harassed, you must help prevent it by offering the person support. You can:
  - a) Refuse to join in the harassment
  - b) Tell them they have a legal right to a harassment-free station
  - c) Tell them they can say "no" to the person or people who are harassing them
  - d) Tell them that they should report the harassment using the grievance procedure if it doesn't stop.
  - e) Tell them that you are willing to act as a witness if they decide to make a complaint.

You should not say anything to the person who they say is harassing them. You must not spread rumors about them. If you do either of those things you leave yourself open to a possible complaint. It is possible if you spread rumors that the person could sue you for defamation.

## What we will do about harassment

- Prevent it from happening at 2GLF
- Run regular programs about harassment so that everyone knows their rights and responsibilities
- If you are harassed and cannot sort it out with the person causing the harassment, you need to report it so that it can be sorted out
- Use the complaints procedure



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- You can complain about any harassment problem to the station's Regulations Director or the Chair of the Board. The problem will be dealt with seriously, sympathetically, quickly, fairly and with confidence
- Every effort will be made to make sure that anyone who makes a complaint is not victimized or hassled
- If it is agreed that harassment has occurred action will be taken to make sure it stops Disciplinary action may be necessary. If the harassment is serious dismissal from the station could occur
- Anyone making false claims could be subject to disciplinary action.

The Anti-Discrimination Board can be contacted for advice below:

NSW Anti-Discrimination Board  
Level 17  
201 Elizabeth Street  
Sydney 2000  
Phone: (02) 9268 5555

Version	Prepared by	Effective date
Version 2.0 Revised	Chris Sparrow	March 2022