

DOGS VICTORIA COMMITTEE BEHAVIOUR POLICY

Committee members can contribute positively to creating a productive and harmonious environment in which both members and staff can be inspired to achieve their full potential, working together to better service Dogs Victoria members. However, when behaviour is inappropriate or dysfunctional, it can have serious consequences on productivity, job satisfaction, and on the physical and psychological wellbeing of committee members, members, employees, and volunteers. The Committee Behaviour Policy sets out the behaviour or conduct expected of all committee members, whether they are on Dogs Victoria grounds, or representing Dogs Victoria elsewhere. All committee members have a Duty of Care to each other and must comply at all times with the Policy. Dogs Victoria aims to prevent and minimise behaviour which may adversely affect the harmony of the organisation and the office and/or cause harm or injury to others.

This document should be read in conjunction with other relevant Regulations, Codes, Policies, and Documents.

Scope and Purpose

This Statement applies to all committee members and relates to the behaviour of members towards each other, office staff of Dogs Victoria, and the Dogs Victoria community (such as members, visitors, and contractors).

Principles of Behaviour

The Committee Behaviour Policy describes how members of committees should treat other committee members and members of the Dogs Victoria community. In summary, the Policy requires that committee members model professional behaviour and standards of conduct and therefore behave: -

- Lawfully
- Professionally
- Honestly
- Respectfully
- Equitably
- Responsibly
- Productively
- Safely
- Ethically
- Fairly
- Impartially

Behaviour or conduct which is not consistent with the Committee Behaviour Policy is unacceptable and will not be tolerated at Dogs Victoria.

Reports or complaints, or unacceptable behaviour, will be taken seriously by Management Committee and handled in a confidential, impartial and fair manner, taking into account the principles of procedural fairness. Management Committee is obliged to take action when it becomes aware of unacceptable behaviour which may have an adverse effect on the wellbeing of members and Dogs Victoria staff. Such action may include disciplinary action.

Unacceptable Behaviour

Unacceptable behaviour is inconsistent with the behaviour described in the Committee Behaviour Policy. In determining whether behaviour is unacceptable or unreasonable, consider what a reasonable person would judge to be unacceptable or unreasonable having regards to the circumstances. The information below provides further guidance on what is unacceptable behaviour for committee members.

Examples of Unacceptable Behaviour

Behaviour which would be considered unacceptable by Management Committee includes (but is not limited to), the following:

- Aggressive or abusive behaviour such as threatening gestures or actual violence or assault
- Verbal abuse, for example yelling, screaming, abusive or offensive language
- Being under the influence of illicit drugs or impaired by alcohol
- Unsafe work practices or behaviour which may harm the staff member or others
- Bullying, harassment, or intimidation
- Stalking
- Unwelcome physical contact including that of a sexual, intimate, or threatening nature
- Teasing, name calling, or ridicule, or making someone the brunt of pranks, or practical jokes
- Withholding approval for, or denial of requests maliciously, discriminatorily, unfairly, or without basis
- Excluding or isolating individuals
- Undermining performance, reputation, or professionalism of others, by deliberately withholding information, resources, or authorisation, or supplying incorrect information
- Malicious or mischievous gossip or complaint
- Abusive or harassing notes, e-mails, telephone calls, text messages, etc., during or after working hours
- Belittling opinions or unreasonable and unconstructive criticism
- Offensive gestures and behaviour



Definition of Bullying

Bullying is defined as repeated, less favourable treatment of a staff member by another person or others, which is considered unreasonable and inappropriate. It includes behaviour which intimidates, offends, degrades, humiliates, undermines, or threatens. Bullying may take place in private, or in front of others. Whether or not the person responsible for the behaviour intends to harm, the effect of the behaviour is harmful. A single incident of bullying behaviour is unacceptable workplace behaviour and should not be ignored or condoned. Bullying or other unacceptable behaviour may also be a form of unlawful discrimination or harassment. This could occur if the basis of the behaviour relates to the staff or member's race, colour, descent, national or ethnic origin, ethno-religious background, sex, marital status, pregnancy, potential pregnancy, family responsibilities, disability (physical, intellectual, psychiatric, sensory, neurological or learning disabilities and illnesses such as HIV/AIDS), age, homosexuality, transgender status, political conviction, or religious belief.

Responsibilities of Committee Members

Every committee member has a responsibility to ensure that their behaviour is consistent with the Committee Behaviour Policy and to take appropriate action when they directly experience or observe behaviour which they consider to be inappropriate. Such action may include: -

- Keeping a factual record of the incident e.g. The date, time, nature of behaviour, what was said, witnesses, etc.
- Advising the person responsible for the behaviour, that their behaviour is inappropriate and ask them to stop behaving that way. This action should be taken if the Committee member is comfortable with interacting directly with the person responsible for the behaviour. This could solve the problem, particularly if the person responsible for the behaviour is unaware of their behaviour or the way it affects others.
- Reporting the behaviour to the CE or President or appropriate person.
- Making a complaint in accordance with Dogs Victoria Grievance Policy (See Dogs Victoria HR Policy and Procedures Manual). The committee member may, if they choose, seek advice, assistance and/or representation from a representative of their choice. The committee member accused of inappropriate behaviour may also seek assistance and advice.