



Anti-Harassment Policy

Harassment, including sexual or racial harassment, is unwelcome, unsolicited and unreciprocated behaviour by a person or group that may offend, humiliate or intimidate another. Harassment can take different forms including oral, written, physical or other non-verbal forms. Such behaviours are considered harassment when they are repeated or are of such a significant nature that they have a detrimental effect on the recipient's ability to engage in normal activities within the Club environment.

If a complaint is made, Ellerslie AFC Inc will ensure allegations are responded to promptly and all parties will be treated fairly, and in line with natural justice.

1.0 Informal Resolution :

The member should make the person aware that any such behavior or material is unwelcome and /or offensive in the first instance. For more serious issues, or if it is too difficult to inform the person, or if the unacceptable behaviour continues, the member should report the complaint to a contact person/ team manager and / or Club committee member.

Where the complainant wishes, the contact person/ team manager or Club committee member may speak to the alleged harasser on their behalf. This may result in issues being resolved, or mediation or reconciliation may be suggested as an option.

Mediation should treat the complaint not as an offence but as a breakdown in a relationship. The aim of mediation is not to establish whether the harassment allegations are true, or to apportion blame, or to supply justice for a wronged person. Rather, mediation focuses on repairing the relationship, especially on forging an agreement between the parties over how they will act towards each other in the future. The person selected to carry out the mediation/reconciliation shall be agreed to by both parties.

2.0 Formal Resolution:

Formal resolution may be appropriate where the nature of harassment is serious, informal resolution is not considered appropriate, or has failed. Should a formal investigation be deemed appropriate by the Club's Executive Committee, a duly appointed Judicial Committee of the Club (formed under the Club's Constitution) shall adjudicate on the matter.



A formal investigation is likely to involve the following :

- 2.1 The Judicial Committee shall advise the alleged harasser of the complainant's allegations, provide them with a copy of same and ask them for their response, any alternative explanation he or she has, potential witnesses and any physical evidence that may refute the allegation.
- 2.2 The Judicial Committee shall also interview and obtain from the complainant a detailed account of the allegations, identifying any potential witnesses, physical evidence of harassment etc.
- 2.3 The Judicial Committee may act upon the papers so received or shall convene a hearing, inviting the parties to be present and to make further submissions.
- 2.4 Additional information may be gathered, if necessary, and may include interviewing of other named relevant parties, recording dates, times and alleged events using the witnesses' words and checking with the witnesses to ensure accuracy.
- 2.5 All parties involved in the investigations should be advised that the complaint is to be treated in strict confidence.
- 2.6 All parties should be invited to bring a support person to any interview(s).
- 2.7 Following a formal investigation, a written report shall be prepared and shall include a finding as to whether harassment has occurred or not. There may be little direct proof that what was alleged did happen. On the balance of probabilities, the Judicial Committee should be satisfied that the allegations are correct before making a decision that the complaint is well founded.
- 2.8 The Judicial Committee may take such disciplinary actions as it finds appropriate, informing the parties of its decision in writing within seven (7) days of the decision being made.
- 2.9 Any member found guilty of an harassment allegation may appeal a decision of the Judicial Committee by sending notice of appeal to the Club Secretary within seven (7) days of the decision being notified to that member. The Executive Committee will hear the appeal within fourteen (14) days of receipt of the notice of the appeal, and may rescind, alter or increase the disciplinary action, informing the member of its decision in writing within (7) days of the decision being made.
- 2.10 All meetings, discussions and interviews should be fully documented throughout the investigation.

Note: If the allegation is of a sexual nature, involving a minor, the NZ Police will be notified immediately.