

# Glen Waverley Bowls Club Inc.

## Sexual Harassment Policy – February 2026

### 1. Purpose

Glen Waverley Bowls Club (“the Club”) is committed to providing a safe, respectful, and inclusive environment, free from all forms of sexual harassment. This policy outlines the Club’s approach to preventing and addressing sexual harassment in accordance with applicable State and Federal laws.

### 2. Scope

This Policy applies to:

- Club members as defined by the <sup>1</sup>Club Constitution and <sup>2</sup>By-Laws.
- Club staff and volunteers.
- Participants in all Club activities, including competitions, training, and social events.
- Visitors, contractors, and spectators

### 3. Definitions

**Sexual Harassment:** Sexual harassment is any unwelcome conduct of a sexual nature, which makes a person feel offended, humiliated, or intimidated, and which a reasonable person would anticipate causing that reaction. Sexual harassment can be physical, verbal, written, or visual.

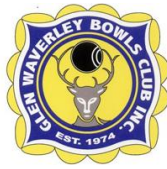
Examples include (but are not limited to):

- Unwelcome physical touching or contact.
- Sexually suggestive remarks, jokes, or gestures.
- Unwanted invitations or repeated requests for dates.
- Staring, leering, or offensive body language.
- Displaying or sharing sexually explicit materials or images.
- Sending sexually suggestive emails, texts, or social media messages.
- Inappropriate comments about a person’s appearance, dress, or private life.

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<sup>1</sup> Section 6 of the Constitution covers Membership.

<sup>2</sup> Section 2 of the By-Law defines Members.



## **Glen Waverley Bowls Club Inc. Sexual Harassment Policy – February 2026**

### **4. Legislative Context**

The Club operates under, and is committed to, the principles of:

- Sex Discrimination Act 1984 (Cth)
- Equal Opportunity Act 2010 (VIC)
- Occupational Health and Safety Act 2004 (VIC)
- Fair Work Act 2009 (Cth)
- Bowls Victoria Member Protection Policy, and
- Sport Integrity Australia – National Integrity Framework (Member Protection Policy)

### **5. Rights and Responsibilities**

#### **5.1 Members, Employees, Volunteers, and Visitors**

- Treat all others with respect and dignity.
- Not engage in any conduct that could constitute sexual harassment.
- Report any incidents or concerns promptly as outlined in section 8.
- Cooperate in any investigation of complaints.

#### **5.2 Club Committee**

- Take reasonable steps to prevent sexual harassment.
- Treat all complaints seriously, confidentially, and without victimisation.
- Ensure complaints are investigated thoroughly and fairly.
- Implement corrective and disciplinary measures when necessary.



## Glen Waverley Bowls Club Inc. Sexual Harassment Policy – February 2026

### 6. Prevention and Education

The Club will:

- Advise Members about the Policy via the Club's Newsletter
- Display this policy on the Club's noticeboard for an initial 4-week period and thereafter, on the Club's website under its Club Policies Section.
- Provide access to information on sexual harassment prevention for staff, members, and volunteers.
- Encourage awareness of individual and collective responsibilities regarding harassment.

### 7. Complaints and Reporting Procedures

- Any person who believes they have been sexually harassed, or who witnesses inappropriate behaviour, is encouraged to report the matter as soon as possible.

#### 7.1 Making a Complaint

Complaints can be made informally or formally to:

- Any member of the Board of Management
- Complaints can be made verbally or in writing. Anonymous complaints will be considered, recognizing that anonymity may limit the Club's ability to investigate.
- Complaints and disciplinary action<sup>3</sup> will be managed according to the Club's Constitution.<sup>4</sup>

#### 7.2 Options for Resolution

- **Informal Resolution** Where appropriate and safe, complaints may be resolved informally through discussion, advice, or conciliation.
- **Formal Resolution** Formal complaints will trigger an impartial investigation conducted by a designated Board of Management member or external investigator (at the Board of Management's discretion). All parties will be afforded procedural fairness.

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<sup>3</sup> Section 10a of the Constitution outlines the Club's process for Disciplinary Hearings

<sup>4</sup> Section 26 of the Constitution outlines the GWBC Grievance Procedures



## **Glen Waverley Bowls Club Inc. Sexual Harassment Policy – February 2026**

### **8. Investigation Process**

- Investigations will begin promptly and aim to be completed within a reasonable time.
- All parties will have the opportunity to present their side.
- Confidentiality will be maintained to the greatest extent possible.
- Outcomes may include counselling, mediation, apology, warnings, or disciplinary action (up to expulsion/termination).

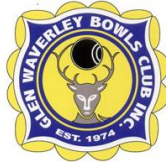
### **9. Protection Against Victimisation**

No person will be victimised or disadvantaged for making a complaint or participating in an investigation. Retaliation of any kind is prohibited and will be treated as a serious breach of this policy.

### **10. Consequences of Breach**

Any Covered Individual found to have breached this policy may face disciplinary action, including but not limited to:

- Formal warning
- Suspension or expulsion from the Club
- Termination of employment or placement
- Referral to appropriate authorities



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### **11. Support Services**

Individuals may seek support and counselling via:

- Lifeline: 13 11 14
- Sexual Assault Crisis Line VIC: 1800 806 292
- Victoria Police: 000 (in emergencies)

### **12. Monitoring and Review**

- All members and stakeholders are encouraged to provide feedback for ongoing improvement.

### **13. Next Review Date:** December 2028

This policy shall be reviewed every three years or as required by change of legislation or Club circumstances. Amendments will be communicated to all members and staff.

*For questions regarding this policy, please contact the Board Secretary at [mail@glenwaverleybowlsclub.com.au](mailto:mail@glenwaverleybowlsclub.com.au) or (03) 9561 3227.*

**President: Frank Staebe**

**Secretary: Mick Jones**

Issued: February 2026

Approved by: Glen Waverley Bowls Inc. Board of Management

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