



# RIDING FOR THE DISABLED ASSOC SA INC

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## Policy 4

# HARASSMENT POLICY

<i>Policy Established:</i>	<i>December 2001</i>	<i>Version:</i>	<i>2</i>
<i>Reviewed:</i>	<i>June 2003, Jan 2005, Nov 2006, Sept 2009 (V 2)</i>		
		<i>Next Review Date:</i>	<i>January 2011</i>

### Introduction

RDA SA is committed to providing an environment that does not tolerate any form of harassment or discrimination. All participants should be treated with respect and dignity, and have a right to expect fair dealing in the event of any discrimination or harassment.

### Purpose

The purpose of this document is state RDA SA's position in relation to discrimination and harassment, and to outline recommended action to be taken in such instances.

### Authorisation

State Manager  
Riding for the Disabled Association SA Inc

### Policy

All riders, carers, volunteers, staff and members will be treated with respect and dignity, and have a right to participate without fear of harassment, abuse and victimisation. All complaints of harassment will be taken seriously by RDA SA and dealt with promptly and confidentially, and in accordance with its policies and current legislation.

### Procedure

1. A complaint of any form of harassment made by a rider/carer, volunteer or staff person must be taken seriously, remain confidential and be responded to in a sensitive and timely manner. The complaint should be raised at Centre level where appropriate to a Coach, Centre president or committee member for investigation and resolution.
2. Where appropriate the person may be supported to raise the issue directly with the person who is seen to be harassing. Should this line of action be followed, consideration should be given to any power inequalities or risk of victimisation as a consequence of the direct contact between the victim and the harasser. Having a support person or advocate present at the exchange should be encouraged.
3. If the person making the complaint is not satisfied with the outcome at Centre level the issue needs to be referred to the State Manager and the Board for direction and be resolved as quickly as possible.

4. Any suspected breaches of the law must be addressed by involving the appropriate authorities - Police or Family and Community Services - and the State Manager must be informed immediately.
5. As a result of evidence of breach of this policy by a volunteer or staff member of RDA SA; action can be taken to expel the individual from the organisation (disciplinary action in the case of both staff and volunteers) and legal action may be taken if the person is in breach of the law.
6. An individual against whom a complaint of harassment has been made may appeal the outcome of any decisions made as a result of the complaint. Any such appeal must be addressed to the State Manager and/ or the Board - see "**Grievance Complaints Policy**".
7. If a complaint made against an individual is found to be false and vindictive in nature, action may be taken against the complainant to expel them from the organisation (or take disciplinary action in the case of staff or volunteers).
8. Both the person making the complaint and the alleged perpetrator of the harassment may seek advice and advocacy from the Human Rights and Equal Opportunities Commission or local advocacy services.

## References

Policy 3, Grievance Complaints

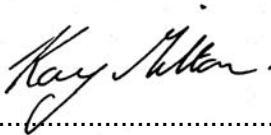
## Responsibility

The Board is responsible for the implementation and review of this policy.

All Board members, casual, permanent and contract staff and volunteers are responsible for adhering to this policy.

## Acknowledgments

Nil

Authorised: .....  ..... Date: 10 November 2009.....  
State Manager