
Australian Alpaca Association Ltd

Bullying policy

1. Scope

This Bullying policy (**Policy**) applies to:

- Australian Alpaca Association (**AAA**) employees, contractors and sub-contractors;
- AAA officeholders, directors, committee and board members (including but not limited to regional committees and board appointed committees);
- AAA judges (including apprentice judges) stewards and convenors;
- Organisers of other AAA events and volunteers assisting them;
- AAA managers of social media platforms;
- Any other person authorised by the AAA to act on its behalf;
- AAA member participating in (or whose actions arise in connection with) sanctioned AAA activities or events; and
- Job candidates seeking a paid or unpaid position with the AAA.

(Relevant Individuals)

This Policy does not form part of any contract of employment or contract for services, whether express or implied.

2. Aims

The AAA is committed to providing a safe environment free from bullying. However, the creation of a space free from bullying requires the cooperation and commitment of all Relevant Individuals.

Bullying is against the law and will not be tolerated. This Policy aims to:

- ensure bullying does not occur (irrespective of whether in person or interactions and dealings online or via social media or electronic messaging platforms); and
- increase awareness of what bullying is and what the consequences of such conduct will be; and
- set out the legal responsibilities of the AAA and Relevant Individuals in relation to preventing bullying in the workplace.

AAA can be held vicariously liable for the action of some Relevant Individuals which are found to be in breach of this Policy and any breach of this Policy may result in disciplinary action. Severe or repeated breaches can lead to formal discipline up to and including

termination of any contract for services or employment and/or suspension or termination of membership.

In addition, Relevant Individuals can also be held individually liable for acts of bullying and may be individually sued and/or prosecuted for their actions. Some instances of bullying may amount to a criminal offence and some types of bullying can bring ramifications of up to 10 years' imprisonment.

3. Your rights and responsibilities

All Relevant Individuals must:

- follow the standards of behaviour outlined in this Policy;
- offer support to people who experience discrimination, bullying or sexual harassment, including providing information about how to make a complaint;
- avoid gossip and respect the confidentiality of complaint resolution procedures; and
- treat everyone with dignity, courtesy and respect.

4. Bullying

Bullying is when an individual, or group of individuals, repeatedly behaves unreasonably towards a worker, or a group of workers, that creates a risk to health and safety.

Worker: has the meaning given to it as defined in the Fair Work Act 2009 (Cth) and, where applicable, the relevant state-based legislation. For the purposes of this Policy, a worker will include a volunteer and/or an AAA member participating in (or whose actions arise in connection with) sanctioned AAA activities or events.

Repeated behaviour: refers to the persistent nature of the behaviour and can refer to a range of behaviours over time.

Unreasonable behaviour: means behaviour that a reasonable person, having regard to the circumstances, could expect to humiliate, victimise, intimidate and/or threaten.

Risk to health and safety: includes risk to psychological as well as physical health and means the possibility of danger to health and safety, not just actual danger to health and safety.

Single incidents of unreasonable behaviour can also create a risk to health and safety and are not tolerated or condoned by the AAA and, to avoid doubt, will be considered to be breaches of this policy.

Examples of bullying

The following are examples of behaviour that can constitute bullying:

- verbal abuse, threats, sarcasm or use of demeaning language;
- excluding or isolating Relevant Individuals;
- deliberately withholding information vital to effective outcomes or performance;
- physical abuse;
- deliberately changing event arrangements to inconvenience particular participants;
- psychological harassment;
- spreading gossip or rumours;

- giving impossible assignments;
- constant unconstructive criticism;
- assigning employees meaningless tasks unrelated to their job; and
- practical jokes or initiation practices.

Relevant Individuals found to have engaged in such conduct might be counselled, warned or disciplined. Severe or repeated breaches can lead to formal discipline up to and including termination of any contract for services or employment and/or suspension or termination of membership.

5 Reasonable management action

Reasonable management action, conducted in a reasonable manner, does not constitute bullying.

Reasonable management action may include the following:

- Ensuring a show convenor conducts a show in accordance with the AAA Showing Rules;
- performance appraisals;
- ongoing meetings to address underperformance;
- counselling or disciplining a worker for misconduct;
- modifying a worker's duties including by transferring or deploying the worker;
- investigating alleged misconduct; and
- ensuring Regional Presidents comply with AAA Regulations.

6. Resolving issues

The AAA strongly encourages any Relevant Individual who believes they have been discriminated against, sexually harassed or victimised to take appropriate action in line with the Complaint handling Policy.

7. Other relevant policies

Relevant Individuals must read this Policy in conjunction with other relevant AAA policies, including:

- Unacceptable Conduct - Complaint Handling procedure
- Discrimination and harassment policy
- Mission, vision and values statements
- Service and membership agreements

8. More information

If you have a query about this Policy or need more information please contact the Company Secretary (cosec@alpaca.asn.au).

9. Review details

This Policy was adopted by the AAA on [insert date].

This Policy was last updated on [insert date].