



## Prevention of Bullying & Sexual Harassment Policy

LETA/LEPA is committed to prevention of bullying and sexual harassment within its domain.

### BULLYING

Bullying is repeated, unreasonable, intimidating, offending, demeaning, degrading, threatening or humiliating behaviour by one or group of persons towards a person or group of persons and such behaviour may create safety and/or mental health issues for the person or group of persons. Bullying is persistent in nature and can involve a range of behaviours noted above.

#### **Instances of bullying can include but not limited to following:**

- abusive, insulting or offensive language or comments
- Physical intimidation
- unjustified criticism or complaints
- deliberately excluding someone from routine activities
- withholding information that is vital for effective performance
- setting unreasonable timelines or constantly changing deadlines
- denying access to information, supervision, consultation or resources to the detriment of the targeted person or group

Allegations of bullying should be promptly reported along with all details including the date, time, any witnesses and other information to assist an investigation to the National Compliance Coordinator ( [sue.nickson@yahoo.com.au](mailto:sue.nickson@yahoo.com.au) )

- in regard to spreading misinformation or malicious rumours LETA/LEPA accepts its duty of care for anyone subject to bullying and any reported allegation of bullying will be promptly, thoroughly, and fairly investigated by the National Compliance Coordinator who may seek assistance from Trustees or Councillors.

The person against whom the allegation is made will be told about the allegations and given a chance to put his/her case in reply.

The National Compliance Coordinator will act impartially in arbitrating any decision. Depending upon severity, minor case of bullying may lead to mediated reconciliation between the parties and caution issued to the offender however in case of serious bullying, the offending will be asked to leave the organisation.

## SEXUAL HARASSMENT

Sexual harassment means any unwelcome sexual advance, unwelcome request for sexual favours, or other unwelcome conduct of a sexual nature which makes a person feel offended, humiliated or intimidated, and where that reaction is reasonable in the circumstances. Examples of sexual harassment include, but are not limited to,

- staring or leering
- unnecessary familiarity, such as deliberately brushing up against you or unwelcome touching
- suggestive comments or jokes
- insults or taunts of a sexual nature
- intrusive questions or statements about your private life
- displaying posters, magazines or screen savers of a sexual nature
- sending sexually explicit emails or text messages
- inappropriate advances on social networking sites
- accessing sexually explicit internet sites

- requests for sex or repeated unwanted requests to go out on dates
- behaviour that may also be an offence under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications.

Sexual harassment is against basic principles of Sahaj Yoga and LETA/LEPA has a zero-tolerance policy for sexual harassment. National Compliance Coordinator will promptly investigate any allegation of sexual harassment. Investigation will be impartial and confidential giving right of natural justice to the alleged offender. If found to be correct, the offender will be expelled from the organization and the victim may choose to lodge a formal complaint to the authorities LETA/LEPA will educate the volunteers about its policies and procedures for dealing with bullying and sexual harassment incidents.

### **In doing so the LETA/LEPA will:**

- develop Procedure for dealing with the allegation of bullying and sexual harassment;
- ensure that all volunteers understand what constitutes bullying and sexual harassment;
- ensure that the volunteers comply with the Prevention of Bullying & Sexual Harassment Policy;
- ensure that all volunteers take part in LETA/LEPA's activities without fear of bullying or sexual harassment;
- all practical steps are taken to eliminate bullying & sexual harassment;
- reinforce bullying and sexual harassment policy and procedure with the volunteers;
- treat all complaints of bullying and/or sexual harassment seriously and investigate the allegation/complaint confidentially and impartially; and
- take appropriate action against the offender if the investigation incriminates him/her.

Signed.

A handwritten signature in blue ink, consisting of a stylized, cursive name that is difficult to decipher but appears to start with a capital letter.

Director / Trustee LETA/LEPA.

Date: 30/6/2019

Revised September 2023

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