

Workplace Health and Safety

The CYCA is committed to providing you with a safe work environment, but everyone has a responsibility to help achieve safety goals. You are required to exercise reasonable care in the course of your engagement as a volunteer in a manner which ensures the health and safety of yourself and others. Please be aware of, and follow all safety guidelines.

The following safety issues apply to everyone;

- Proper and authorised use of machinery and vehicles
- Electrical safety
- Observance of safety signage
- Knowledge of emergency procedures
- Due care when lifting and carrying heavy items
- Wear protective clothing where required

Anti-Discrimination and Harassment Resolution

All members of the workforce including volunteers are responsible for ensuring that CYCA provide a work environment free of harassment and discrimination, and where everyone is treated with respect. If you believe a situation is occurring which is contrary to this policy, you must notify a Manager or the Chief Executive Officer. All allegations of discrimination will be promptly and thoroughly investigated. Confidentiality will be maintained and appropriate action will be taken to ensure the situation (if substantiated) does not continue.

Harassment is an unwelcome, uninvited behaviour, in either written, verbal or physical form that causes another person distress, regardless of whether there was an intention to do so. Harassment is unacceptable in the workplace and we all have a responsibility to ensure that we do not engage in this behaviour.

All incidents of harassment should be reported. All reported incidents of harassment will be thoroughly and confidentially investigated.

The philosophy of mutual respect should also extend to members of the CYCA, stakeholders and the general public.

Bullying Policy

The CYCA is committed to prevent workplace bullying. The CYCA considers bullying to be an unacceptable form of behaviour and it will not be tolerated under any circumstances. This policy applies to all employees and volunteers (workers) of the Club.

Under state health and safety legislation, the CYCA has a responsibility to do everything possible to eliminate, or reduce risks to workers health and safety. All workers have a right to a workplace that is free from bullying. Workers must also accept responsibility for their actions towards others in the workplace, and must not take part in any bullying conduct.

What is bullying ?

Workplace bullying is repeated, unreasonable behaviour directed towards an individual, or group of workers, which creates a risk to a worker's mental, or physical health and safety. Unreasonable behaviour is that which a reasonable person having regard to all the circumstances (ie those that the alleged bully would reasonably be expected to know,) would expect to victimise, humiliate, undermine or threaten the recipient.

Behaviour includes actions of individuals, or groups, and may involve using a system of work as a means of victimising, humiliating, undermining or threatening another person.

Workers include contractors, staff and volunteers. The source of bullying could be other staff with the Club, the members, suppliers or contractors.

Examples of bullying

The following types of behaviour, when repeated, or occurring as part of a pattern of behaviour, can constitute bullying;

- Verbal abuse
- Excluding or isolating workers
- Psychological harassment
- Intimidation
- Initiation practices
- Sabotaging another's work
- Displaying offensive material
- Pressure to behave in an inappropriate manner.
- Spreading malicious rumours

If workers consider that they are being subjected to bullying as described above, they are encouraged to raise the issues with the:

Volunteer Leaders

Management

Chief Executive Officer

The complaint will then be fully investigated by management and assessed for further action if required.

Confidential Information

As a volunteer of the CYCA you have an obligation to protect confidential information about the CYCA and any other relevant parties if you come into contact with such information for any reason. If you have access to confidential information (including addresses and telephone numbers of members or other volunteers or staff), you should never discuss or disclose such information to anyone other than the person/s authorised to receive it, both during and after your involvement with the CYCA.

The CYCA is subject to the provisions of the Australian Privacy Principles (APPs) under the Privacy Amendment (Enhancing Protection) Act 2012, amending the Privacy Act 1988. The Act contains National Privacy Principles that set standards for the handling of personal information. The Club has a commitment to privacy and the safeguarding of member, visitor and staff personal information.

Contact with the Media

All requests from members of the media for comments or information should be directed to the Marketing & Communications Manager, Chief Executive Officer, or during major events the CYCA appointed Media Director.

This will ensure the accuracy of all information given to the media and help to maintain good relationships. Similarly, you should not give any interviews, appear in any promotions, advertisements or endorsements, or give any assistance to the media in relation to any story concerning the affairs of CYCA whilst on duty unless authorised by the CYCA CEO.

Criminal/Illegal Activity

Any volunteer of the CYCA found to be engaging in criminal or illegal activity will be referred to the police.

Should volunteers be convicted of such criminal offences their engagement in the volunteer program shall cease.

Drugs and Alcohol

The CYCA forbids the possession, use or being under the influence of alcohol, illegal drugs or substances that may affect performance and behaviour by volunteers of the CYCA.

The consumption of alcohol during hours engaged at the Club in the role as a volunteer is prohibited.

Facilities and Property

CYCA is a membership-driven organisation with constraints on available resources. We ask you to be efficient and economical, and care for and protect CYCA's assets. This covers all consumables and equipment including, but not confined to, items such as stationary, communication devices, computers, office equipment, and sports equipment.

Grievance Resolution

A grievance is a real or perceived issue which causes resentment, suffering or distress and which may be regarded as ground for complaint. The CYCA is committed to encouraging an environment in which all volunteers and staff can express themselves freely and responsibly, where issues are raised and responded to in an appropriate and timely manner, and where everyone is treated with dignity and respect. The CYCA is committed to providing fair and honest settlement of any grievances.

Behaviour

As volunteers are a part of the organisation all volunteers of the CYCA have a responsibility to behave in an appropriate manner and must observe the following;

You must not;

- Denigrate stakeholders of the Club, including its sponsors.
- Make racial slurs
- Engage in offensive/inappropriate jokes
- Use obscenities, offensive language
- Chew gum in view of members, or the general public

Non-Smoking Environment

The Club observes a smoke-free environment as per the smoking legislation and you may not smoke whilst on duty in the capacity of a volunteer. If you are taking a break, please smoke in an area that is a designated smoking area or in Rushcutters Bay Park.

Name:	
Address:	
I have read and understood the Cruising Yacht Club of Australia Code of Conduct and agree to abide by the behaviours as set out therein.	
Signature:	Date: