



**HINDU SOCIETY OF VICTORIA (AUST)**  
**WORK PLACE BEHAVIOUR POLICY MANUAL**

<b>SECTION:</b>	<b>GENERAL</b>	<b>SECTION NO:</b>	<b>WPB</b>
<b>SUBJECT:</b>	<b>WORK PLACE BEHAVIOUR</b>	<b>SUB-SECTION:</b>	
<b>EFFECTIVE:</b>	<b>01<sup>st</sup> May 2020</b>	<b>PAGE:</b>	<b>1 of 6</b>
<b>SUPERSEDES:</b>	<b>All PREVIOUS</b>	<b>REVISED:</b>	<b>NEW</b>

**OBJECTIVE AND PURPOSE:**

The Hindu Society of Victoria (Aust) Inc, (referred as HSV or Society in this policy) is an incorporated body, with a constitution. The Management Committee has the delegated authority and responsible for its management in accordance with constitution and regulations. The Management Committee consists of 17 elected members who provides their voluntary services in managing the affairs of the Society. Management committee is elected by its members every year. All decisions by the society or in the management committee are taken democratically.

The purpose of this policy document is to reframe the HSV organizational model to ensure that HSV employees and volunteers comply with the legislative requirements in relation to occupational health and safety, equal opportunity, human rights and workplace bullying.

**APPLICABILITY:**

To all the employees, volunteers including the Management Committee members and contract employees of the Hindu Society of Victoria.

**Location:** 52, Boundary Road, Carrum Downs, Victoria, and any other locations as requested by the Hindu Society of Victoria (HSV) Management.

Total authority and responsibility for any changes or amendments to this policy lies with the Management Committee of the Hindu Society of Victoria.

**GENERAL**

Hindu Society of Victoria is a Not for Profit organization and its principle activities are;

Manage the Shiva Vishnu Temple with the primary objective of providing a place of worship to all devotees, visitors and others including people of all faith: and

To promote the cultural and tradition of the Hinduism as prescribed in the Vedic Scripts: and

Manage the Cultural Centre, Café and the Premises.



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It is very important that all the employees' and volunteers to understand and be familiar with the principal activities of the Society (HSV) in order to perform their duties.

Employees and Volunteers are expected to co-operate with each other while performing their tasks.

### **SCOPE OF THIS DOCUMENT**

To establish a formalized policy, to clarify roles and responsibilities of person/s providing services at HSV.

To provide clear guidelines to all the employees and volunteers.

To provide an equitable workplace for all the employees and volunteers.

To provide safety and harmony within the workplace and adhere to work safe regulatory requirements.

### **POLICY AND PROCEDURES**

Hindu Society of Victoria is committed to ensuring that employees and volunteers work in an environment where people are treated with mutual respect. It is important for a productive and harmonious workplace that employees are aware of the impact of their behaviours on others.

All employees and volunteers have a legal responsibility to care for their own health and safety and that of others in the workplace, and therefore must treat everyone with respect and courtesy and not engage in acts which constitute inappropriate behaviour. Employees or volunteers found to have either committed or condoned such behaviour in the workplace may be subject to disciplinary action which may include the termination of employment, volunteer service or disciplinary action.

### **What is inappropriate behaviour?**

#### **Bullying:**

Workplace bullying is repeated, unreasonable behaviour directed toward an employee/volunteer or group of employees/volunteers that creates a risk to health and safety. The following types of behaviour where directed towards an individual or group and is repeated, or occurring as part of a pattern of behaviour, could be considered to be bullying:

- Demeaning language or verbal abuse.
- Threats, physical or verbal intimidation.
- Outbursts of anger or aggression.
- Excluding or isolating employees.
- Giving employees impossible assignments.
- Deliberately changing work rosters to inconvenience particular employees.
- spreading misinformation/malicious rumours, verbally or through social media such as emails, facebook, youtube, Whatsup etc.

The above list is not exhaustive. Other types of behaviour may also constitute bullying.



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### What is **not** bullying?

- Reasonable management actions carried out in a fair way are not bullying. For example:
  - Setting performance goals, standards and deadlines
  - Deciding not to select a worker for promotion
  - Informing a worker about unsatisfactory work performance
  - Informing a worker about inappropriate behaviour
  - Implementing organisational changes
- Conflict between people at work such as differences of opinions
- Poor management practices
- Dissatisfaction or grievances with organisational decisions.

### **Discrimination:**

Discrimination is when a person is treated less favourably to other people because of a particular trait that they possess or their personal attributes. It is unlawful to discriminate against someone on the grounds of:

- Religion;
- Race;
- Age;
- Physical appearance;
- Political opinion;
- Marital or relationship status;
- Pregnancy or family responsibilities;
- Disability;
- Sexual preference or orientation;
- Sex, gender identity or intersex status;
- Raising an OHS issue to management or government authority such as WorkSafe.

### **Victimisation:**

Victimisation is subjecting, or threatening to subject, someone to something detrimental because they have asserted their rights under equal opportunity law, occupational health and safety law, made a complaint, helped someone else to make a complaint, or refused to do something because it would be discrimination, sexual harassment or victimisation.

### **Harassment:**

Harassment is any behaviour that is unwelcome or uninvited and that humiliates, offends or intimidates another person. It may be verbal, written, visual, electronic, social media such as face book, you tube, whatsapp etc or physical and may consist of a single incident or a repeating pattern of events.

Even if the harasser did not intend to offend, humiliate or intimidate, if it is reasonable for a person to feel offended, humiliated or intimidated then the behaviour may constitute harassment.



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It is unlawful for harassment to occur on any of the grounds identified above in 'What is Discrimination'. Please note that if an outside relationship brings bad feelings or behaviours into the workplace, this may provide valid grounds for a complaint.

### **Sexual Harassment:**

Sexual harassment is unsolicited, unwarranted and unwelcome behaviour of a sexual nature which could be expected to make a person to feel offended, humiliated or intimidated. Sexual harassment may occur between people of the opposite sex or persons of the same sex. Sexual harassment refers to any form of behaviour of a sexual nature be it physical, psychological, visual or verbal. It may involve a one-off incident or ongoing persistent behaviour.

Sexual harassment may include:

- 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 considered to be an offence under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications.

Sexual harassment is not consensual interaction, flirtation or friendship. Sexual harassment is not behaviour that is mutually agreed upon.

Sexual harassment is against the law and is a breach of this policy. The relevant legislation for Victoria is the Equal Opportunity Act 2010 (VIC).

***Behaviours such as bullying, discrimination, harassment, sexual harassment and victimisation can create a risk to health and safety of employees, which may result in employees/volunteers sustaining a physical and/or psychological injury.***

### **DISPUTES AND RESOLUTION**

If an employee or volunteer believe that he/she is being bullied, discriminated against, sexually harassed or victimized;

- If the employee or the volunteer can, try to resolve the problem with the person(s) involved as soon as possible.
- If the employee or volunteer unsure of how to handle the problem yourself, report the complaint verbally by talking to your Manager or chairperson or in writing by completing an incident report



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form or /hazard report form and giving it to your Manager or to the chairperson.

- If the employee's complaint is about the manager then employee can report the complaint directly to the chairperson, Secretary or President of the Hindu Society of Victoria.

If the employee or volunteer witness another employee/volunteer being bullied, discriminated against, harassed or victimised bring it to the attention of the Manager, chairperson, Secretary or President.

Employee / Volunteer shall ensure that:

- The complaint honestly and in good faith.
- Provide all the facts relevant to the complaint.
- Co-operate with the investigation and resolution processes.

Employee / Volunteer shall be responsible for ensuring that:

- Cooperate with the investigation and resolution processes and maintain confidentiality.
- Provide a written or verbal response to the complaint which has been made.
- Provide all relevant facts to the person conducting the investigation.

### **Management responsibility**

Any complaint from an employee or volunteer of a breach of social media policy, bullying, discrimination, harassment or victimisation to the management attention will not be ignored and dealt with Workplace Behaviour Policy and;

- Resolve the complaint as quickly as possible.
- Be sympathetic, sensitive and serious; the complaint is obviously serious to the person making it.
- Contact and Enquire into the matter within 3 working days, and attempt to resolve it as soon as possible.
- The manager or the chairperson received the complaint, shall notify the Secretary or President immediately.
- Document the complaint. In discussion with the Secretary and / or President or their delegate, determine who should investigate, and if possible, mediate the complaint.
- If necessary, Management Committee may appoint a subcommittee at any time to investigate or outsource a person who is impartial and who has been trained to conduct investigations.

### **Outcome:**

Determine whether or not the allegations are substantiated, or whether there is insufficient evidence or information to make a conclusion. Record conclusions and the reason for them.

The Management Committee shall endorse and/or make the final decision

Advise the complainant and the respondent/s of the investigation findings and, where appropriate, actions arising from the investigation.

When the complaints are substantiated, management may take the following actions:

- Require an apology from the respondent
- Make changes to work practices
- Undertake disciplinary action including termination of employment or volunteer service.
- Require employees to participate in training
- Place notes in personnel file



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- Require removal of any information contained on any social media platform that is a breach of policy
- Restrict access to social media.
- Any other action deemed fair and reasonable.

*In the event of any non-compliance or/and interpersonal issues between volunteers and/or between employees and volunteers, the Chairperson of that relevant subcommittee will investigate the matter in detail.*

*HSV Management shall adopt the dispute resolution process outlined in the 'Volunteers Policy'.*

### **RESPONSIBILITIES AND ACTIONS**

This policy is not retrospective, in terms of any existing policy official or otherwise.

Any matters those are not covered in this policy shall be the responsibility of the Management Committee.

The HSV Management Committee has the discretion to make any amendments to this policy at any time.

### **EFFECTIVE DATE**

This policy is effective from 01<sup>st</sup> May 2020 and applicable to all as mentioned above until further amendments are made and approved by the Management Committee.

### **REFERENCES**

HSV Constitution, Previous Policies and procedures.

Worksafe Victoria [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au), Victorian Equal Opportunity and Human Rights Commission [www.humanrightscommission.vic.gov.au](http://www.humanrightscommission.vic.gov.au), Workplace bullying – prevention and response – Guidance Material October 2012 (WorkSafe Victoria), Occupational Health and Safety Act 2004. Equal Opportunity Act 2010 (VIC).

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### **APPROVAL**

**Dr M Sivakadachan**  
President

**S. Kathirkhanthan**  
Secretary

**K. Palasubramaniam**  
Treasurer