

Respectful Behaviour, Anti-Harassment & Equal Opportunity Policy

(Covers sexual harassment, bullying, discrimination, equal opportunity, respectful conduct)

Purpose

To ensure MI Care provides a safe, respectful, inclusive environment for all volunteers, members, staff, clients and visitors. This policy outlines expected behaviour and the process for reporting and responding to unacceptable conduct.

Scope

Applies to:

- All MI Care volunteers
- The Administrative Assistant
- Management Committee members
- Contractors, students, and visitors
- All MI Care activities, events, programs, and online spaces

Policy Statement

MI Care is committed to:

- **Providing equal opportunity** for all people
- **Maintaining a safe**, respectful, inclusive environment
- **Preventing harassment**, bullying, discrimination, and sexual misconduct
- Ensuring all **concerns are handled fairly**, confidentially, and promptly

MI Care has zero tolerance for behaviour that harms, intimidates, humiliates, or discriminates against others.

Definitions

- **Bullying** — repeated unreasonable behaviour that creates a risk to health and safety.
- **Discrimination** — treating someone unfairly because of a protected attribute (e.g., age, disability, race, gender, sexuality, religion).
- **Harassment** — unwanted behaviour that offends, humiliates, or intimidates.

- **Sexual Harassment** — any unwelcome sexual behaviour that makes a person feel offended, humiliated, or intimidated.
- **Victimisation** — treating someone unfairly because they made a complaint or supported someone else's complaint.

Expected Behaviour

All volunteers and staff must:

- Treat others with respect, courtesy, and fairness
- Use inclusive language
- Follow MI Care's Code of Conduct
- Respect personal boundaries
- Behave professionally at all MI Care activities
- Report concerns early

Unacceptable Behaviour

Includes but is not limited to:

- Bullying, intimidation, threats
- Sexual comments, jokes, gestures, or advances
- Unwanted touching
- Discrimination or exclusion
- Derogatory remarks about a person's identity
- Yelling, swearing, or aggressive behaviour
- Online harassment or inappropriate social media conduct

Reporting Concerns

Concerns may be raised with:

- The President
- The Secretary
- Any Management Committee member
- The Administrative Assistant (for operational matters)

Reports may be made verbally or in writing.

Anonymous reports will be accepted, though they may limit the ability to investigate.

Response Process

1. Receive the concern
2. Assess risk and take immediate safety steps if required

3. Determine the appropriate pathway:

- Informal resolution
- Mediation
- Formal investigation

4. Make findings

5. Implement actions (training, warnings, removal from role, referral to authorities)

6. Record outcome in the secure governance file

Confidentiality

All reports will be handled sensitively and confidentially, with information shared only on a need-to-know basis.

Review

This policy will be reviewed every two years or sooner if legislation changes.