

REDHEAD SURF LIFE SAVING CLUB INCORPORATED

CODE OF CONDUCT

VERSION CURRENT AT AUGUST 2019

PREAMBLE

The Redhead Surf Life Saving Club (RSLSC) Code of Conduct applies to all:

- Club members in their participation in activities as members of the Club;
- Club members when on the Club's premises, or when representing the Club on the premises of another surf club or other SLSA organisation. Furthermore, Club members bringing guests to the Club's premises will ensure that such guests abide by the terms of this Code of Conduct;
- Patrolling members in respect of specific provisions relating to duties and conduct whilst on patrol;
- Competing members in respect of specific provisions relating to conduct whilst representing RSLSC in SLSA-sanctioned competitions.

PRINCIPLES

RSLSC and its members are required to abide by the rules of Surf Life Saving Australia and Surf Life Saving New South Wales, which form the framework for this Code of Conduct. The Code of Conduct is also consistent with the RSLSC Constitution. To the extent that any provisions of this Code of Conduct may conflict in respect of any matter, the interpretation of such matter under the RSLSC Constitution will prevail in the first instance.

SLS VALUES

It is critical within SLS in Australia that values drive behaviours and conduct. While the wording of stated values and behaviours may change depending on the relevant SLS Entity with which the Member is associated, there are some key principles that drive conduct and behaviour that are common across SLS. These are:

INTEGRITY and RESPECT

Recognising the contribution that people make to SLS, treating them with dignity and consideration, as well as caring for the property and equipment they use. Fairness should be employed in decision-making out of respect to all.

TEAMWORK

Collaborate and working together to achieve outcomes and resolve issues. Supporting one another on and off the beach is essential.

FUN AND ENJOYMENT

SLS should be enjoyable for all those participating in it. Efforts should be recognised and rewarded so as to fuel the passion for everyone in SLS and have fun along the way.

EXCELLENCE

Surf Lifesavers strive for best practice in everything they do—seeking the highest of standards in order to achieve the best possible outcomes for themselves, their Club and SLS.

GENERAL CODE OF CONDUCT

Members and all people involved in any way with SLS will:

- a) respect the rights, dignity and worth of others—treat others as you would like to be treated yourself.
- b) be ethical, considerate, fair, courteous and honest in all dealings with other people and organisations.
- c) be professional in, and accept responsibility for your actions.
- d) be aware of and follow—at all times—SLS' standards, rules, policies and procedures and promote those standards, rules, policies and procedures to others.
- e) operate within the rules and spirit of the sport, including the national and international guidelines that govern SLS.
- f) understand the possible consequences of breaching the Codes and/or this Policy.
- g) report any breaches of the Codes or this Policy to the appropriate PPA¹.
- h) refrain from any form of abuse, harassment, discrimination and victimisation towards others.
- i) raise concerns regarding decisions of PPA through the appropriate channels and in a timely manner.
- j) provide a safe environment for the conduct of activities in accordance with any relevant SLSA policy.
- k) show concern, empathy and caution towards others that may be sick or injured.
- l) be a positive role model to all.

¹ Person in a Position of Authority

- m) respect and protect confidential information obtained through SLS activities or services; whether individuals and/or organisational information.
- n) maintain the required standard of accreditation and/or licensing of professional competencies, as applicable to the role(s).
- o) ensure that any physical contact with others is appropriate to the situation and necessary for the person's skill development.
- p) refrain from intimate relations with persons over whom you have a position of authority.
- q) agree to abide by the Codes.
- r) maintain a duty of care towards others.
- s) be impartial and accept the responsibility for all actions taken.

OTHER MEMBER WELFARE MATTERS AND EXPECTATIONS

Use, possession or supply of alcohol or drugs

While on duty or carrying out their roles, a Member including but not only PPA must not:

- use, possess or be under the influence of an illegal or illicit drug;
- use or be under the influence of alcohol;
- be incapacitated by any other legal drug such as prescription or over-the-counter drugs;
- supply alcohol or drugs (including tobacco) to CYP² participating in any SLS service, program, event or activity.

Responsible service and consumption of alcohol should apply to any alcohol consumed. Responsible services might include ensuring that light alcohol and soft drinks always being available. Wherever possible, food might be made available to be consumed when alcohol is available, or transport policies may be adopted.

All SLS Entities must adhere to strict guidelines regarding the responsible service and consumption of alcohol and act in accordance with relevant liquor licence laws and regulations.

Pregnancy

Pregnant women should be treated with respect and any unreasonable barriers to their full participation in SLS should be removed. Any discrimination or harassment against pregnant women in SLS will not be tolerated. All SLS Entities will take reasonable care to ensure the safety, health and wellbeing of pregnant women and their unborn children.

² Child or young person

Gender identity

SLS Entities are committed to providing a safe, fair and inclusive environment where people of all backgrounds can contribute and participate.

People who identify as transgender or transsexual should be treated fairly and with dignity and respect at all times. This includes acting with sensitivity when a person is undergoing gender transition.

Any unlawful discrimination or harassment of a person who identifies as transgender or transsexual or who is thought to be transgender or transsexual will not be tolerated. If a transgender or transsexual person feels he or she has been harassed or discriminated against on the basis of their gender identity by another person or organisation bound by this Policy, they may make a formal complaint.

Smoking

Smoking is now banned in many public spaces including parks and beaches in some states. SLS Entities do not allow members to smoke while undertaking SLS duties and asks that members refrain from the practice when engaged in official lifesaving events such as club meetings, carnivals, presentations and patrols.

All SLS Entities must adhere to relevant legislation and local government regulations in relation to smoking requirements.

Cyber Bullying

All SLS Entities regard bullying and harassment in all forms as unacceptable. Bullying has the potential to cause great anxiety and distress to the person targeted by hurtful or derogatory comments or statements.

New technologies and communication tools, such as smart phones and social networking websites, have greatly increased the potential for people to be bullied through unwanted and inappropriate comments. No SLS Entity will tolerate abusive, discriminatory, intimidating or offensive statements being made online. In some cases, bullying is a punishable criminal offence.

Frustration with a surf lifesaving member, person of authority or a SLS Entity should never be communicated on social networking websites. These issues should instead be addressed—in a written or verbal statement or a formal complaint—to the relevant SLS Entity.

The following organisations may be of assistance to members or other persons as required:

- Lifeline: 13 11 14
- Beyondblue: 1300 22 36 46
- Kids Helpline: 1800 551 800
- Headspace: 1800 650 890

Club Chaplain

RSLSC also provides a chaplaincy service to members. Our club chaplain's details are as follows:

Reverend Greg Colby

Mobile: 0401 996 961

Email: revgregcolby@gmail.com

Social networking websites

SLS Entities acknowledge the enormous value of social networking websites, such as Facebook and Twitter, to promote SLS and celebrate the achievements and success of the people involved in SLS. All people bound by this Policy must conduct themselves appropriately when using social networking sites to share information related to SLS.

Social media postings, blogs, status updates and tweets by Members:

- must not use offensive, provocative or hateful language or photographs/images
- must not be misleading, false or injure the reputation of another person
- should respect and maintain the privacy of others
- should promote SLS in a positive way.

GRIEVANCE RESOLUTION PROCEDURE

Mediation is a process that allows the people involved in a grievance or more formal complaint to talk through the issues with an impartial person—the mediator—and work out a mutually agreeable solution. Mediations should be applied in the first instance to resolve any matter or grievance that does not involve a breach of rules or other matter attracting investigation or disciplinary action.

The mediator does not decide who is right or wrong and does not tell either side what they must do. Instead, he or she helps those involved to talk through the issues and makes sure that the process is as fair as possible for all concerned.

Mediation may occur either before or after an investigation of the formal complaint or report. Serious allegations should not be mediated, even if both parties would like to attempt mediation. Mediation may be recommended only if:

- a) both parties have had a chance to tell their version of events.
- b) the involved Organisation dealing with the grievance or formal complaint does not believe that any of the allegations warrant any form of disciplinary action.
- c) mediation looks like it may work.

There are some situations where mediation will not be appropriate, including:

- a) when the people involved have completely different versions of the incident/s and one or both parties are unwilling to attempt mediation.
- b) when the issues raised are sensitive in nature.
- c) when there is a real or perceived power imbalance between the people involved.
- d) matters that involve serious, proven allegations.

The involved Organisation should, in consultation with the Complainant and the Respondent(s), appoint a mediator to help resolve the grievance or formal complaint. The involved Organisation's choice of mediator will be final.

The mediator will talk with the Complainant and Respondent(s) about how the mediation will take place and who will participate. At a minimum, the mediator will prepare an agenda of issues to be discussed. The mediator may require the parties to sign a formal mediation agreement setting out the parties' agreement to the rules and process for the mediation. The parties involved must respect and comply with the terms of the agreement.

All issues raised during mediation will be treated confidentially. All SLS Entities respect the rights of the Complainant and the Respondent(s) to pursue an alternative process outside the SLS rules framework if the grievance or formal complaint is not resolved.

For the avoidance of doubt, neither party is entitled to be represented by a legal practitioner at mediation.

At the end of a successful mediation the mediator will prepare a further document that sets out the agreement reached between the Complainant and Respondent(s) and they should sign it as their agreement. The parties involved must respect and comply with the terms of the agreement.

If the grievance or formal complaint is not resolved by mediation, the Complainant may:

- a) write to the involved Organisation to request reconsideration of the grievance or formal complaint via either an independent investigation or a Hearing Tribunal. The involved

Organisation is not obliged to reconsider the grievance or formal complaint. There is no right of appeal where the involved Organisation determines not to reconsider the grievance or formal complaint.

- b) approach an external agency such as an anti-discrimination commission or equal opportunity commission to resolve the matter.

If a grievance or formal complaint has not been resolved through the mediation procedure outlined above it shall be deemed concluded unless the grievance or formal complaint is also a potential disciplinary or judiciary matter.

If a person lodges a grievance or formal complaint under a State Centre Member Protection and/or Complaints Handling Policy, they are not permitted to lodge the same grievance or formal complaint or related grievance or complaint under these procedures in this SLSA Member Protection Policy. ***For the avoidance of doubt a grievance can be raised only under one policy or the other.***

There is no right of appeal arising from this grievance procedure under this Policy or any State Centre policy.

DISCIPLINE OF MEMBERS – RSLSC CONSTITUTIONAL PROVISIONS

Refer to disciplinary provisions of the Club's constitution (Part 2 No. 12)

MATTERS REQUIRING RESOLUTION THROUGH INVESTIGATION AND/OR TRIBUNAL HEARING:- SLSA PROVISIONS

The Club, at the discretion of the management committee, may also have recourse to the investigation and/or tribunal hearing policies set down by SLSA. These are available for reference at:

Regulations;

< https://members.sls.com.au/SLSA_MembersOnline/public/document_library/1/media/1003 >

Policy 6.05 (Member Protection);

https://members.sls.com.au/SLSA_MembersOnline/public/document_library/1/media/939

MATTERS INVOLVING SERIOUS CRIMINAL OFFENCES AND/OR CONVICTIONS

Serious criminal offences are defined in SLSA Policy 6.16 '*Criminal Conviction*', which applies to all members. The definition of such offences in NSW (Appendix, B, 'Policy 6.1A' of the policy) is as follows:

Serious Offence means any offence defined as a "serious indictable offence" under the Crimes Act 1990 (NSW) or a "disqualifying offence" under the Child Protection (Working with Children) Act 2012 (NSW) and includes:

- 1. an indictable offence that is punishable by imprisonment for life or for a term of five years or more;*
- 2. an offence against a person, including injury or sexual abuse, murder, assault, rape, fraud, acts of indecency, promoting or engaging in acts of child prostitution, kidnapping, incest, filming a person engaged in a private act, threat to kill or inflict bodily harm; and*
- 3. the infliction of physical, emotional, psychological harm that results in intellectual or physical development of a child to be significantly damaged.*

The policy explicitly states that it is not intended to capture drink driving offences or minor offences.

Members representing the Club or affiliated bodies (Branch, State and Australia) may be required to do so in other jurisdictions (e.g. interstate). The definitions applying to other jurisdictions are also included in Appendix B, as noted above.

A member charged with, or convicted of, a serious criminal offence will be dealt with under the provisions of Policy 6.16. The provisions of the policy are also set out in the SLSA Regulations, Section 6.9.

The policy and regulations are available on the following links:

Regulations;

https://members.sls.com.au/SLSA_MembersOnline/public/document_library/1/media/1003

Policy 6.16 '*Criminal Conviction*';

https://members.sls.com.au/SLSA_MembersOnline/public/document_library/1/media/941