



# RESPECTFUL BEHAVIOUR POLICY

*The purpose of this policy is to outline general principles and guidelines of respectful behaviour for all of Our Community, Volunteers, and any other individuals and organisations that choose to affiliate with SALAA.*

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# RESPECTFUL BEHAVIOUR POLICY

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# RESPECTFUL BEHAVIOUR POLICY

## Respectful Behaviour Policy Foundation

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### Purpose

The purpose of this policy is to outline general principles and guidelines of respectful behaviour for all of Our Community, Volunteers, and any other individuals and organisations that choose to affiliate with SALAA.

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### Scope

**In scope** of this document is standards and expectations for respectful behavior:

- Individual expectations of behaviour.
  - Ethical decision making.
  - Reporting and investigation of unethical behavior.
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### Intended Users

Intended users of the Respectful Behaviour Policy are:

- SALAA Board, Management Team, Employees, Contractors and Volunteers.
  - Athletes.
  - Parents and Guardians of Children.
  - Affiliated Club Committees, and Volunteers.
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# RESPECTFUL BEHAVIOUR POLICY

## 1. Respectful Behaviour Policy Expectations

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### Principles

We gain credibility by adhering to our commitments, values, and principles of:

- Integrity.
  - Inclusiveness.
  - Collaboration.
  - Progressive.
  - Be your best.
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## Responsibilities and Accountabilities

The responsibilities and accountabilities are as follows:

**SALAA Board** is accountable and responsible for the oversight of:

- Ensuring SALAA conducts itself as a responsible organisation as a member of society.
- Demonstrating leadership and commitment to the maintenance of a safe, respectful, and inclusive environment for work and sporting delivery.

**Chief Executive Officer (CEO)** is accountable and responsible for:

- Promoting a culture of respect, honesty, fairness, and equity within SALAA.
- Managing day-to-day operations in accordance with agreed standards for social, ethical, and environmental practices.
- Ensuring all Employees and Volunteers are aware of the respectful behaviour policy.
- Encouraging Employees to call out disrespectful and unethical behaviour.
- Initiating complaints and disputed investigations and recommendations.

**SALAA Employees** are responsible for:

- Demonstrating behaviours of respect, honesty, fairness, and equity in the workplace.
- Not accepting disrespectful and unacceptable behaviour and calling out when witnessing such behaviour.
- Supporting the Board and the CEO whilst undertaking their roles and responsibilities within SALAA.

**Affiliated Club Committees** are responsible for:

- Adopting, implementing, and complying with the policy and directives set by SALAA.

**Other Intended Users** are:

- To be aware of and comply with the policy.

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**Club Expectations** All Affiliated Clubs must comply with the principles and standards (where relevant) contained within this policy document. The Club Specific Policy Template developed from this policy must be adopted and endorsed by each Club.

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# RESPECTFUL BEHAVIOUR POLICY

## 2. Respectful Behaviour Policy Detail

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### 2.1 Commitment Statement

#### SALAA's Commitment Statement

SALAA is committed to the highest standards of conduct and respectful behaviour in all its operations and sporting activities. We treat each other as professionals with courtesy, respect, honesty, fairness, and equity. We will not tolerate any unlawful, unethical or unacceptable behaviour within our sport.

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#### What does unacceptable conduct include?

Unacceptable conduct or behaviour covered by this Policy includes any conduct by "Our Community", whether actual or suspected, including:

- Forced labour and slavery.
  - Child labour.
  - Dishonest, fraudulent, corrupt, or illegal conducts.
  - Actions that have adverse safety, health, and environmental impacts.
  - Actions that have the potential to damage reputation.
  - Abuse of authority, threats, intimidation, unlawful discrimination, bullying or harassment.
  - Cheating.
  - Unsportsmanlike behaviour.
  - Any other kind of serious impropriety.
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## Legal compliance requirements

We have a duty to practice honesty and integrity in fulfilling our responsibilities and complying with all applicable laws and regulations. This includes:

- Maintaining an environment free of unlawful discrimination, bullying and harassment.
  - Providing all with equal opportunity.
  - Privacy requirements.
  - Volunteer protection.
  - Child safety.
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## 2.2 Respectful Conduct

### SALAA expectations

SALAA expects the highest standards of integrity and professionalism are maintained by all, and the value of doing what is right is embedded as best practice. We expect everyone to abide by the relevant standards, behavioural expectations and codes of conduct as determined throughout our Frameworks.

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### Respectful relationships

Core to SALAA is a focus on creating respectful relationships within the sporting community. Values of honesty, fairness and mutual respect underpin everything we do.

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### Ethical decision making

Ethical decision making is difficult and complex and can have significant consequences. To assist in making ethical decisions SALAA supports the use of the ethical decision-making Framework.

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## 2.3 Unethical Conduct

### Reporting unacceptable Conduct

We actively encourage all of Our Community to report any unacceptable behaviour promptly. The following reporting lines should be followed:

If the allegation is about	Then report to
Board Director/Sub-Committee Member	President of the Board (or CEO)
Senior Executive	President of the Board
Employee/Contractor	CEO
Associated Club or Club Member/Volunteer	CEO

### Investigating Reportable Conduct

SALAA will investigate all reports of unacceptable conduct in a timely, thorough, confidential, objective, and fair manner (subject to considerations of the privacy of those against whom allegations are made) and in accordance with the Complaint Handling and Dispute Resolution Procedure.

### Future Action

Where improper conduct has occurred, SALAA will act in relation to those who have behaved improperly. This may include disciplinary action up to and including termination of employment or membership with SALAA. The consequences will demonstrate fairness and will be relevant to the severity of the incident.

In cases involving criminal conduct, this behaviour will be disclosed to external authorities.

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### 3. Resources and Reference Material

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Bullying and Harassment	The bullying and harassment standard provides detail on what is and is not bullying and harassment and standards of behaviour required.
Club Specific Policy Template	A template provided for Clubs to adopt, based on the content of SALAA's corresponding policy.
Code of Conduct (behaviour)	Outlines the accountabilities and responsibilities for all Stakeholders within Little Athletics SA in behavioural expectations. Should be adapted and adopted by all Clubs.
Complaint Handling and Dispute Resolution Procedure	The Complaints Handling and Dispute Resolution Procedure provides the steps to be taken to deal with any grievance or complaint referred to SALAA.
Constitution	South Australian Little Athletics Association Inc Constitution.
Ethical Decision Making Framework	The Framework employed by Play by the rules to assist in ethical decision making <a href="https://www.playbytherules.net.au/got-an-issue/integrity-in-sport/what-can-you-do/ethical-decision-making">https://www.playbytherules.net.au/got-an-issue/integrity-in-sport/what-can-you-do/ethical-decision-making</a>
Legal Register	The Legal Register details legislation that SALAA has to be compliant with due to the activities it carries out. Refer to the Legal Register for legislative reference for this policy.

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## 4. Definitions

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Bullying	Bullying is when people repeatedly and intentionally use words or actions against someone or a group of people to cause distress and risk to their wellbeing. These actions are usually done by people who have more influence or power over someone else, or who want to make someone else feel less powerful or helpless.
Discrimination	When a person, or a group of people, is treated less favourably than another person or group because of their background or certain personal characteristics.
Ethics	A system of moral behaviour that ensures a level of integrity and good character is maintained.
Framework	A system of rules, ideas, or beliefs that is used to plan or decide something.
Harassment	When someone is made to feel intimidated, insulted or humiliated because of their race, colour, national or ethnic origin; sex; disability; sexual preference; or some other characteristic specified under anti-discrimination or human rights legislation.
Our Community	Our Community is a person or persons with a direct or indirect association with SALAA, an Affiliated Club or the sport of Little Athletics.
Sexual Harassment	Sexual harassment is any unwanted or unwelcome sexual behaviour where a reasonable person would have anticipated the possibility that the person harassed would feel offended, humiliated, or intimidated.
Unethical actions or behaviour definition	Unethical behaviour is behaviour that goes against the norms of society.