



Prevention of Bullying & Sexual Harassment Policy

LETA/LEPA is committed to prevention of bullying and sexual harassment within its domain.

BULLYING

Bullying is repeated, unreasonable, intimidating, offending, demeaning, degrading, threatening or humiliating behaviour by one or group of persons towards a person or group of persons and such behaviour may create safety and/or mental health issues for the person or group of persons. Bullying is persistent in nature and can involve a range of behaviours noted above.

Instances of bullying can include but not limited to following:

- abusive, insulting or offensive language or comments
- Physical intimidation
- unjustified criticism or complaints
- deliberately excluding someone from routine activities
- withholding information that is vital for effective performance
- setting unreasonable timelines or constantly changing deadlines
- denying access to information, supervision, consultation or resources to the detriment of the targeted person or group
- spreading misinformation or malicious rumours LETA/LEPA accepts its duty of care for anyone subject of bullying and any reported allegation of bullying will be promptly, thoroughly and fairly investigated by the volunteer coordinator. The person against whom the allegation is made will be told about the allegations and given a chance to put his/her case in reply. Volunteer Coordinator will act impartially in arbitrating any decision.

Depending upon severity, minor case of bullying may lead to mediated reconciliation between the parties and caution issued to the offender however in case of serious bullying, the offending will be asked to leave the organisation.

SEXUAL HARASSMENT

Sexual harassment means any unwelcome sexual advance, unwelcome request for sexual favours, or other unwelcome conduct of a sexual nature which makes a person feel offended, humiliated or intimidated, and where that reaction is reasonable in the circumstances. Examples of sexual harassment include, but are not limited to,

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

Sexual harassment is against basic principles of Sahaj Yoga and LETA/LEPA has a zero-tolerance policy for sexual harassment. Volunteer Coordinator will promptly investigate any allegation of sexual harassment. Investigation will be impartial and confidential giving right of natural justice to the alleged offender. If found to be correct, the offender will be expelled from the organization and the victim may choose to lodge a formal complaint to the authorities LETA/LEPA will educate the volunteers about its policies

and procedures for dealing with bullying and sexual harassment incidents.

In doing so the LETA/LEPA will:

- Develop Procedure for dealing with the allegation of bullying and sexual harassment;
- ensure that all volunteers understand what constitutes bullying and sexual harassment;
- ensure that the volunteers comply with the Prevention of Bullying & Sexual Harassment Policy;
- ensure that all volunteers take part in LETA/LEPA's activities without fear of bullying or sexual harassment;
- all practical steps are taken to eliminate bullying & sexual harassment;
- reinforce bullying and sexual harassment policy and procedure with the volunteers;
- treat all complaints of bullying and/or sexual harassment seriously and investigate the allegation/complaint confidentially and impartially; and
- take appropriate action against the offender if the investigation incriminates him/her.

Signed.



Director / Trustee LETA/LEPA.

Date: 30/6/2019



LIFE ETERNAL TRUST AUSTRALIA

MANAGEMENT SYSTEMS MANUAL

PREVENTION OF BULLYING AND SEXUAL HARASSMENT PROCEDURE

| No. | Procedure | Actions | Accountability | Responsibility | When |
|-----|---------------------------------|---|------------------|---|----------------------|
| 1 | Prevention of bullying | <ol style="list-style-type: none"> Anyone experiencing bullying (repeated unreasonable abuse, humiliation, intimidation, insults, aggression or threat) to immediately approach the Volunteer Coordinator, Child Safety Coordinator or Health & Safety Coordinator. If they are not available at the premise, then contact on mobile phone and report the bullying incident. Coordinator receiving the report must investigate the bullying in a fair manner by informing the alleged offender about the charge against him/her and giving him/her the right to reply to the charges. If based on evidence the allegation of bullying is found to be true then the Coordinator must report the incident to the State Councillor. Any case of assault is to be referred to the Police by the victim. State Councillor to meet with the offending person and council him/her on her behaviour and ask them to stop it immediately failing which he/she would be no longer allowed to be associated with LETA/Sahaj Yoga If the same person is found to be bullying again then he/she must be asked to leave the premises and not allowed to return. Documentary records of the complaint of bullying and subsequent investigation, counselling or further action must be kept. | State Councillor | <ol style="list-style-type: none"> Volunteer Coordinator receiving report State Councillor State Councillor | As and when required |
| 2 | Prevention of Sexual Harassment | <ol style="list-style-type: none"> For Child abuse or sexual harassment involving child/youth under 18 years, refer to the Complaint or suspicion of child abuse procedure under the Child Safety and Working with Children Policy Any adult who experience any form of sexual harassment must clearly and unambiguously make it clear to the perpetrator that the behaviour is unwelcome and must ask the perpetrator to stop and leave. The person experiencing the sexual harassment must immediately report the incident to the volunteer coordinator, Health & Safety Coordinator or the State Councillor either in person or by mobile phone. Coordinator receiving the report of sexual harassment is to inform the State Councillor as soon as possible State Councillor to appoint a coordinator and another volunteer to investigate the matter in confidence. | | | |



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| | | <ol style="list-style-type: none">6. Investigator must inform the alleged offender of the charges against him/her and give him/her a right to reply.7. If the investigation based on evidence from both parties concludes that the incident of sexual harassment did take place, such investigation report would be submitted to the State Councillor for further action.8. In case of conclusion beyond doubt that the incident of sexual harassment did take place, the State Councillor must ask the offender to leave the LETA/Sahaj Yoga under its policy of zero tolerance against sexual harassment.9. The victim of the sexual harassment must be informed about the outcome of the investigation and action taken.10. Documentary records of any complaint of sexual harassment, its investigation and outcome must be kept. | | | |
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