



LIFE ETERNAL TRUST AUSTRALIA MANAGEMENT SYSTEMS MANUAL

PREVENTION OF BULLYING & SEXUAL HARASSMENT POLICY

LETA 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 accepts its duty of care for anyone subject of bullying and any reported allegation of bullying which will be promptly, thoroughly and fairly investigated by the LETA Trustees Email: life.eternal.trust.australia@gmail.com

OR

The National Legal Compliance Coordinator, Ms Sue Nickson. Email: sue.nickson@yahoo.com.au Phone: 0401 121 350

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. The LETA Trustees and National Legal Compliance Coordinator will act impartially in arbitrating any decision.

Depending upon severity, minor case of bullying may lead to mediated reconciliation between the parties and a caution issued to the offender person, however in case of serious bullying, the offending person 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 the basic principles of Sahaj Yoga and LETA has a zero-tolerance policy for sexual harassment. The LETA Trustees **OR** National Legal Compliance Coordinator will promptly investigate any allegation of sexual harassment. The 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 will educate the volunteers about its policies and procedures for dealing with bullying and sexual harassment incidents. In doing so LETA 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's activities without fear of bullying or sexual harassment;
- Take all practical steps are taken to eliminate bullying & sexual harassment;
- Reinforce bullying and sexual harassment policy and procedure with the volunteers;
- Treat all complains of bullying and/or sexual harassment seriously and investigate the allegation/complaint confidentially and impartially;

- Take appropriate action against the offender if the investigation incriminates him/her which may involve reporting the matter to the authorities as Sahaja Yoga Meditation Australia is a mandatory reporter.

Email Security:

To further secure access to our shared information via our email database LETA will arrange and conduct an annual review of the Sahaja Collective Email Database working with the designated administrators of the information technology systems which administer the email database.

- Each year an attestation Email will be sent to each contact within the Sahaja Collective Email Database with a verification email to be returned by the contact about the local Collective they are participating in and confirming their status as active and participating members of the Sahaja Yoga collective
- This will provide a process of verification of identity of the database as a crucial step in the maintenance of our records

Signed

Director / National Coordinator Date:/...../.....



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PREVENTION OF BULLYING AND SEXUAL HARASSMENT PROCEDURE

No.	Procedure	Actions	Accountability	Responsibility	When
1	Prevention of bullying	1. Anyone experiencing bullying (repeated unreasonable abuse, humiliation, intimidation, insults, aggression or threat) to immediately approach the LETA Trustees OR National Legal	LETA Trustees	LETA Trustees	As and when required

		<p>Compliance Coordinator. (Details above) If they are not available at the premise, then contact on mobile phone or email and report the bullying incident.</p> <ol style="list-style-type: none"> 2. LETA Trustees OR National Legal Compliance 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. 3. If based on evidence the allegation of bullying is found to be true then the Coordinator must report the incident to the National Coordinator. 4. Any case of assault is to be referred to the Police by the victim. 5. LETA Trustees OR National Legal Compliance Coordinator-to meet with or contact the offending person and counsel 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 6. 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. 7. Documentary records of the complaint of bullying and subsequent investigation, counselling or further action must be kept. 	<p>National Legal Compliance Coordinator</p> <p>National Coordinator</p> <p>Volunteers</p>	<p>National Legal Compliance Coordinator</p> <p>National Coordinator</p> <p>Volunteers</p>	
2	Prevention of Sexual Harassment	<p>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 and report the matter to the National Child Safety Coordinator. Ms Astrid Fleay Email: astridfleay@gmail.com Mobile: 0439 312 893</p> <ol style="list-style-type: none"> 1. Any adult who experiences 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. 2. The person experiencing the sexual harassment must immediately report the incident to the LETA Trustees OR National Legal Compliance Coordinator-either in person, email or by mobile phone. (Details above) 3. The LETA Trustees OR National Legal Compliance Coordinator receiving the report of sexual harassment are to inform the National Coordinator. as soon as possible 	<p>National Child Safety Coordinator</p> <p>LETA Trustees</p> <p>National Legal Compliance Coordinator</p> <p>National Coordinator</p>		

		4. The LETA Trustees OR National Legal Compliance Coordinator may appoint a Councillor or a volunteer to investigate the matter in confidence.			
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No.	Procedure	Actions	Accountability	Responsibility	When
		6. An 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 LETA Trustees , National Legal Compliance Coordinator and National Coordinator for further action. 8. LETA Trustees, the National Legal Compliance Coordinator and National Child Protection Coordinator may all report any serious nature of conduct to the appropriate authorities as Sahaja Yoga Meditation Australia is a mandatory reporter. 9. In case of conclusion beyond doubt that the incident of sexual harassment did take place, the National Coordinator must ask the offender to leave LETA/Sahaj Yoga under its policy of zero tolerance against sexual harassment. 10. The victim of the sexual harassment must be informed about the outcome of the investigation and action taken. 11. Documentary records of any complaint of sexual harassment, its investigation and outcome must be kept.			