



Bullying, Harassment and Discrimination Policy

30 January 2023

RECORDS AND INFORMATION MANAGEMENT
PRACTITIONERS ALLIANCE

Advancing and Connecting the Records and
Information Management Profession

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DOCUMENT CONTROL

Version	Date	Author(s)	Approval	Comments
1.0	20 February 2021	Janine Morris	RIMPA Global Board	
2.0	30 January 2023	Anne Cornish	RIMPA Global Board	

AMENDMENT, MODIFICATION OR VARIATION

- (a) This Policy is effective from 30 January 2023 and is reviewed every two years.
- (b) This Policy may be amended, varied or modified by the Records and information Management Practitioners Alliance Global (RIMPA Global) Board.
- (c)

1 PURPOSE

RIMPA Global has a legislative duty of care to ensure, as reasonably practicable, the health and safety of all workers and volunteers including physical safety and mental health.

An important part of this commitment is to ensure RIMPA Global's environment is free from harassment, bullying, discrimination and victimisation.

RIMPA Global does not condone any form of harassment, bullying, discrimination and victimisation.

This policy describes the expected behaviour of employees, volunteers and members to ensure RIMPA Global can provide a safe, flexible, positive and respectful environment. Such behaviours are aligned with the principles upheld in the Member Code of Conduct.

2 SCOPE

The policy applies to all:

- Board members
- RIMPA Global members
- RIMPA Global employees
- RIMPA Global partners
- RIMPA Global community
- RIMPA Global customers
- RIMPA Global volunteers

This policy applies to any conduct that:

- takes place at or in connection with a RIMPA Global related activity, workshop, meeting, function, conference or event
- involves all forms of communication (including in person, by phone, cameras, social media, email, SMS communication or any other means)
- occurs in connection with RIMPA Global employees, members, volunteers or people associated with RIMPA Global

Breaches of this policy will be managed in accordance with the Complaints and Grievance Policy.

3 PRINCIPLES

The following principles support the provision of a safe, flexible, positive and respectful environment:

- promote an environment free from bullying, harassment, discrimination or victimisation
- treat others with courtesy, dignity and respect

- treat complaints of bullying, harassment, discrimination or victimisation with sensitively, fairly, promptly, confidentially and in accordance with the Complaints and Grievance Policy
- always promote appropriate standards of conduct

4 UNACCEPTABLE BEHAVIOUR

Unacceptable behaviour includes harassment, bullying, discrimination and victimisation.

4.1 Bullying

Bullying is the repeated and unreasonable behaviour directed towards a person or group of people that creates a risk to health and safety that may be direct or indirect.

Unreasonable behaviour includes victimising, humiliating, intimidating or threatening behaviour. Whether a behaviour is unreasonable may depend on whether a reasonable person might see the behaviour as unreasonable in the circumstances.

Bullying can be physical, verbal or written.

Bullying includes behaviours such as:

- offensive language or insults
- belittling opinions or unjustified criticism or excessive scrutiny
- spreading misinformation or malicious rumours
- intimidation
- deliberately excluding or isolating an individual
- withholding information or denying access to information required to undertake assigned responsibilities
- setting unreasonable timelines
- setting excessive workloads or setting tasks which are beyond an individual's capability
- changing arrangements to deliberately inconvenience individuals

Bullying is not:

- a single incident or unreasonable behaviour
- allocation of activities where the requirements are reasonable
- setting performance goals, standards or deadlines
- deciding not to promote or accept an individual for role or position
- managing unsatisfactory performance or inappropriate behaviour in line with RIMPA Global's governance framework
- implementing organisational changes, restructuring or reporting structures
- disciplinary action where managed in accordance with RIMPA Global's governance framework

Workplace conflict or differences of opinion and disagreements are generally not workplace bullying; it is common to have differences and disagreements without engaging in the repeated or unreasonable behaviour that creates a risk to health and safety. In the instance where the behaviour creates a risk to health and safety, this would be considered bullying.

4.2 Harassment

Harassment is unwelcome behaviour that intimidates, offends or humiliates an individual, or group of people. Harassment including sexual harassment is determined by the nature and consequences of the behaviour, not the intent of the initiator, and occurs in circumstances where a reasonable person would have expected the behaviour to be offensive, humiliating or intimidating. Harassment may be repeated or a one-off incident. Harassment can be physical, verbal or written.

Harassment is:

- offensive, threatening, intimidating, belittling, derogatory behaviours or demonstrating hostility or aversion directed at an individual or a group of people (i.e., racial groups, stereotypes etc.)

4.3 Sexual harassment

Sexual harassment is a form of harassment. Sexual harassment is any unwelcomed, unwanted or uninvited behaviour conduct of a sexual nature. Sexual harassment may be repeated or a one-off incident. Harassment can be physical, verbal or written.

Sexual harassment is:

- unwelcomed physical actions and can include touching, patting, pinching, kissing, embracing someone, deliberately brushing up against someone, sexual assault and rape
- unwelcomed verbal or written comments of a sexual nature and can include insults or taunts, offensive jokes, suggestive comments about an individual's physical appearance, persistently inviting someone out, intrusive questions about a person's private or sex life, sexual propositions, sending sexually explicit emails or text messages, suggestive letters and drawings and advances on social networking sites.
- unwelcomed non-verbal actions, this can include leering or staring, displays of sexually explicit material such as posters, pornographic material, magazines or screen savers, offensive body and hand movements, indecent exposure and stalking

Sexual harassment is not:

- behaviour which is based on mutual attraction, friendship or respect
- behaviour where the interaction is consensual, welcome and reciprocated

4.4 Discrimination

Discrimination is when a person is treated unfairly or less favourably than another person in the same or similar circumstance.

Discrimination can occur in any aspect of:

- race
- colour
- sex
- sexual orientation, gender identity or intersex status
- pregnancy
- age
- marital status
- physical or mental disability
- family or carers' responsibilities
- religion
- political opinion
- national extraction
- social origin
- any other attribute defined in state or federal legislation

4.5 Victimisation

Victimisation means subjecting or threatening to subject a person to some form of detriment because of actions they have taken or are preparing to take.

Victimisation may result from actions that may include:

- having lodged or preparing to lodge, a complaint of discrimination or harassment.
- providing information or documents to an internal investigation or external agency in line with RIMPA Global's governance framework and/or the law
- reasonably asserting one's rights or supporting someone else's right
- making an allegation a person has acted unlawfully under anti-discrimination laws

5 THE IMPACTS OF INAPPROPRIATE BEHAVIOURS

Bullying, harassment, discrimination, victimisation, and any kind of inappropriate behaviour can have direct impacts such as:

- affecting the health and performance of an individual or group of people, including stress, depression and anxiety
- affecting the professional reputation of a member
- creating an intimidating hostile, offensive or distressing environment
- increasing in absenteeism, staff turnover, reduced productivity and/or motivation
- losing experienced and skilled people
- reflecting negatively on the integrity and standing of RIMPA Global
- increasing the risk to RIMPA Global of exposure to legal or compensation costs

6 LODGING A COMPLAINT OR GRIEVANCE

All complaints lodged are taken seriously. Further information on how to lodge a complaint or grievance can be found in RIMPA Global's Complaints and Grievance Policy.