



**Bendigo Obedience Dog Club Inc.**  
(affiliated with the Victorian Canine Association – Dogs Victoria)  
**Committee of Management**  
**BEHAVIOUR POLICY**

Policy name	Committee of Management – Behaviour Policy	Policy date	October 2025
Authorisation	Committee of Management	Approved by COM on	19 November 2025
		Scheduled review date	Every 2 years

## PURPOSE

Committee members can contribute positively to creating a productive and harmonious environment in which both members can be inspired to achieve their full potential, working together to better service BODC members. However, when behaviour is inappropriate or dysfunctional, it can have serious consequences on productivity, volunteer satisfaction, and on the physical and psychological wellbeing of committee members, members, contractors, and volunteers. The Committee Behaviour Policy sets out the behaviour or conduct expected of all committee members, whether they are on BODC grounds, or representing BODC elsewhere. All committee members have a Duty of Care to each other and must comply at all times with the Policy. BODC aims to prevent and minimise behaviour which may adversely affect the harmony of the organisation and the office and/or cause harm or injury to others.

## SCOPE

This Statement applies to all committee members and relates to the behaviour of members towards each other and the BODC community (such as members, visitors, and contractors).

## PRINCIPLES OF BEHAVIOUR

The Committee Behaviour Policy describes how members of committees should treat other committee members and members of the BODC community. In summary, the Policy requires that committee members model professional behaviour and standards of conduct and therefore behave:

- Lawfully
- Professionally
- Honestly
- Respectfully
- Equitably
- Responsibly
- Productively
- Safely
- Ethically
- Fairly
- Impartially

Behaviour or conduct which is not consistent with the Committee Behaviour Policy is unacceptable and will not be tolerated at BODC.



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Reports or complaints of unacceptable behaviour will be taken seriously by the Committee and handled in a confidential, impartial and fair manner, taking into account the principles of procedural fairness. The Committee is obliged to take action when it becomes aware of unacceptable behaviour which may have an adverse effect on the wellbeing of members and BODC volunteers and contractors. Such action may include disciplinary action.

#### **UNACCEPTABLE BEHAVIOUR**

Unacceptable behaviour is inconsistent with the behaviour described in the Committee Behaviour Policy. In determining whether behaviour is unacceptable or unreasonable, consider what a reasonable person would judge to be unacceptable or unreasonable having regards to the circumstances. The information below provides further guidance on what is unacceptable behaviour for committee members.

#### **Examples of Unacceptable Behaviour**

Behaviour which would be considered unacceptable by the Committee includes (but is not limited to), the following:

- Aggressive or abusive behaviour such as threatening gestures or actual violence or assault
- Verbal abuse, for example yelling, screaming, abusive or offensive language
- Being under the influence of illicit drugs or impaired by alcohol
- Bullying, harassment, or intimidation
- Cyberbullying
- Stalking
- Unwelcome physical contact including that of a sexual, intimate, or threatening nature
- Teasing, name calling, or ridicule, or making someone the brunt of pranks, or practical jokes
- Withholding approval for, or denial of requests maliciously, discriminatorily, unfairly, or without basis
- Excluding or isolating individuals
- Undermining performance, reputation, or professionalism of others, by deliberately withholding information, resources, or authorisation, or supplying incorrect information
- Malicious or mischievous gossip or complaint
- Abusive or harassing notes, e-mails, telephone calls, text messages, etc
- Belittling opinions or unreasonable and unconstructive criticism
- Offensive gestures and behavior

#### **Definition of Bullying**

Bullying is defined as repeated, less favourable treatment of a volunteer by another person or others, which is considered unreasonable and inappropriate. It includes behaviour which intimidates, offends, degrades, humiliates, undermines, or threatens.

Bullying may take place in private, or in front of others. Whether or not the person responsible for the behaviour intends to harm, the effect of the behaviour is harmful. A single incident of bullying behaviour is unacceptable should not be ignored or condoned.

Bullying or other unacceptable behaviour may also be a form of unlawful discrimination or



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harassment. This could occur if the basis of the behaviour relates to the volunteer or member's race, colour, descent, national or ethnic origin, ethno-religious background, sex, marital status, pregnancy, potential pregnancy, family responsibilities, disability (physical, intellectual, psychiatric, sensory, neurological or learning disabilities and illnesses such as HIV/AIDS), age, gender identity, sexuality, political conviction, or religious belief.

#### **Responsibilities of Committee Members**

Every committee member has a responsibility to ensure that their behaviour is consistent with the Committee Behaviour Policy and to take appropriate action when they directly experience or observe behaviour which they consider to be inappropriate. Such action may include:

- Keeping a factual record of the incident e.g. the date, time, nature of behaviour, what was said, witnesses, etc.
- Advising the person responsible for the behaviour, that their behaviour is inappropriate and ask them to stop behaving that way. This action should be taken if the Committee member is comfortable with interacting directly with the person responsible for the behaviour. This could solve the problem, particularly if the person responsible for the behaviour is unaware of their behaviour or the way it affects others.
- Reporting the behaviour to the President or appropriate person.
- Making a complaint in accordance with BODC Rules of Association. The committee member may, if they choose, seek advice, assistance and/or representation from a representative of their choice. The committee member accused of inappropriate behaviour may also seek assistance and advice.