



Anti-harassment Policy

An act of harassment, such as sexual or racial harassment, is an unwelcome, unsolicited, and unrecognized act that is intended to offend, humiliate or intimidate another. There are various forms of harassment, such as oral, written, physical, or non-verbal. The repeated use of such behaviors is considered harassment when they have a detrimental effect on the recipient's ability to participate in normal club activities.

As part of our policy, Mount Albert Ponsonby AFC responds to allegations as quickly as possible and treats each party fairly and consistently.

Informal Resolution

In the first instance, members should inform the person that their behavior and/or material is offensive and unacceptable. A member should report serious issues, or if it is too difficult or difficult to inform someone, or if the person's unacceptable behavior continues, to a manager or representative of the club.

Contact persons/team managers/club representatives may be able to speak on the complainant's behalf when the complainant so wishes. During the process, people may be able to resolve issues, or options such as mediation or reconciliation may be offered.

It is imperative that mediation treats the complaint as a breakdown in a relationship and not as an offense. It is not the aim of mediation to determine whether harassment allegations are true, assign blame, or obtain justice for a victim. An overall goal of mediation is to repair the relationship between the parties, especially to forge an agreement about how they will conduct themselves in the future. It is important that both parties agree on who will perform the mediation/reconciliation.

Formal Resolution

In the area of harassment, formal resolution may be appropriate if: informal resolution does not appear to be an appropriate option, or informal resolution fails. An investigator may be appointed. An investigator may also be an external person. Parties should be offered external support.

Formal investigations usually involve the following:

1. A formal written complaint is received by the team manager/ club representative. A member of the committee or an external investigator interviews and obtains from the complainant a detailed account of the allegations, identifying any potential witnesses; and physical evidence of harassment.
2. All parties should be advised against discussing the case openly.
3. The alleged harasser is informed of the complaint and of the complainant's identity.
4. Investigators will meet with the alleged harasser, provide them with a copy of the complainant's allegations and ask them for their response; any alternative explanations they have; potential witnesses; physical evidence that may refute the allegations.
5. It may be necessary to gather additional information. During this process, the witness may be interviewed by others and relevant parties, dates, times, and dates are recorded using the witness' words, and the witness can be checked regarding the accuracy of the testimony.
6. It should be made clear to all parties involved in the investigation that the complaint will be treated in strict confidence
7. There should be an invitation for all parties to bring a support person to the interview.

Upon completion of a formal investigation, a formal report shall be prepared and include a determination of whether harassment has occurred. There may not be enough direct evidence to prove what was alleged to happen. It is important that the investigator is satisfied that the allegations are true before deciding whether the complaint is well-founded.

Depending on the evidence, the investigator may have difficulty making a decision. In this case, the complaint can't be established. The Chairperson will determine the appropriate course of action if harassment is found to have occurred.

Documentation of all meetings, discussions, and interviews should be maintained throughout the investigation.

The NZ Police must be notified as soon as possible if the allegation involves a minor and is sexual in nature.

MT Albert Ponsonby AFC Committee