

Member Protection Policy checklist

A key aspect of the prevention of discrimination, harassment and child abuse is the development and promotion of a written policy that makes it clear that these behaviours will not be tolerated under any circumstances.

Fundamental features of a policy to address the above issues include:

- Endorsement message/statement from the President and/or Chief Executive Officer
- Statement on organisation's attitude and objectives regarding discrimination, harassment and child abuse.
- Statement that discrimination and harassment on any grounds listed in anti-discrimination legislation are against the law
- Statement that child abuse is a criminal offence
- Clearly worded definitions and examples of behaviour (types of harassment, discrimination and child abuse)
- Description of who the policy applies to
- Organisational and individual responsibilities for ensuring harassment, discrimination and child abuse does not occur within the organisation
- Where/how to get help if the above does occur
- User-friendly complaints procedure
- Commitment to prompt action when a complaint/allegation is made
- Commitment to confidentiality
- Appeals system
- Standard of behaviour required by organisation (codes of conduct)
- What a breach of the policy is
- Likely consequences that can be imposed if the policy is breached.
- Reporting requirements, if any.

The policy should be written in easy to understand language, be easily accessible and be communicated to all members and others to whom the policy applies.

The policy must comply with the requirements of the organisation's constitution, By-laws, Memorandum and Articles of Association and/or other existing policies, rules and procedures.