

SEXUAL HARASSMENT POLICY



1.0 OVERVIEW

Melbourne Victory Limited (**Melbourne Victory, Victory, Club**) is committed to providing a safe and respectful environment for employees, players, volunteers and community, free from all forms of harassment, sexual harassment, workplace violence and / or victimization. All Melbourne Victory employees, players and volunteers are required to treat others with dignity, courtesy, and respect. Sexual harassment is unlawful. It is the obligation and responsibility of every employee to ensure that the workplace is free from sexual harassment, with such behavior being unacceptable, unlawful, and not tolerable under any circumstances.

This Policy sets out what constitutes sexual harassment and what you can do if you experience this type of conduct.

2.0 SCOPE

This Policy is applicable to all Melbourne Victory employees (whether employed on a full-time, part-time, fixed-term or casual basis) including managers and supervisors. It also applies to players, volunteers or contractors engaged by Melbourne Victory and any employees and contractors of Melbourne Victory FC Academy Limited (**Academy Entity**).

A reference to Melbourne Victory, Victory or the Club in this Policy is to include a reference to the Academy Entity.

3.0 WHAT IS SEXUAL HARASSMENT?

A person sexually harasses another if he or she:

- makes an unwelcome sexual advance
- makes an unwelcome request for sexual favours; and/or
- engages in any other unwelcomed conduct of a sexual nature,

in circumstances in which a reasonable person, aware of all the circumstances, would have anticipated offence, humiliation, or intimidation.

Sexual harassment:

- can be experienced by both men and women and includes acts or conduct by people of the same sex
- includes harassment at the workplace which incorporates conduct at Christmas parties, staff dinners, conferences, and business trips
- can be a series of incidents or a single incident
- can involve physical, visual, verbal, or non-verbal conduct of a sexual nature.

Sexual harassment is unwelcomed, uninvited conduct that is offensive from the view of the person harassed, regardless of any innocent intent on the part of the offender. It is not mutual attraction between people or friendships.

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Sexual harassment may include conduct that occurs in the workplace or in connection with work outside of normal hours, for example, at a Christmas party or at a work function.

Sexual harassment can take many forms and can be physical, verbal or written. It is not just the obvious harassment of unwelcome physical behaviour such as inappropriate touching, patting, brushing up against someone or offensive gesturing. It can be both direct and indirect.

Sexual harassment can consist of:

- Sexual or suggestive remarks
- Repeated questions about personal life
- Physical contact such as touching, brushing up against a person, hugging etc. against a person's will
- Suggestive looks or leers
- Offensive comments about physical appearance, dress, or private life
- Sexual propositions or repeated requests for dates
- Sexual jokes and innuendo
- Offensive telephone calls, reading matter or objects, e-mail, screen savers, pictures, calendars etc.
- Visually displaying in the workplace derogatory objects, pictures, or calendars
- Displaying screen savers containing any overtly sexual content

Harassment may include conduct that occurs in the workplace or in connection with work outside of normal hours, for example, Christmas party or work functions.

Harassment can also occur online via social channels – please refer to our Social Media policy.

4.0 WHAT TO DO IF YOU EXPERIENCE SEXUAL HARASSMENT

If you feel that you have been sexually harassed, you should not ignore it. The following steps should be taken by you:

- If you feel comfortable doing so, you may wish to address the issue with the person concerned and request that he or she stops engaging in the sexual harassment or uninvited behaviour towards you.
- If you do not feel comfortable confronting the person directly, or if you confront the person and the behaviour continues, then you should go to one of Melbourne Victory's Contact Officers and discuss your complaint.

Melbourne Victory's current Contact Officers are our:

- *CEO*
- *People & Culture Manager; and*
- *Company Secretary*

It is a good idea to make a written note about the behaviour including details of the date and time of the incident, what happened and any witnesses.

Full details of how to make a complaint and details of the process that will be followed are set out in Melbourne Victory's Complaints Procedure.

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Further information can be obtained from the Victorian Equal Opportunity and Human Rights Commission's website: www.humanrightscommission.vic.gov.au.

5.0 POLICY TRAINING AND EMPLOYEE RESPONSIBILITY

- Melbourne Victory will undertake annual compliance training with all staff members to ensure they are aware of their responsibility to provide an environment free of sexual harassment.
- Training will take place as part of onboarding new staff, and at the start of each financial year (i.e., in July each financial year).
- Each manager and supervisor at Melbourne Victory must at all times:
 - model appropriate standards of behaviour
 - take steps to educate and make other people to whom this Policy applies aware of their obligations under this Policy and at law
 - intervene appropriately when they become aware of inappropriate behaviour
 - act fairly to resolve issues and enforce workplace behavioural standards, making sure relevant parties are heard
 - help staff resolve complaints informally
 - refer formal complaints to be handled in accordance with the Complaints Procedure for Melbourne Victory.
- All employees are responsible for:
 - understanding, respecting, and complying with this Policy at all times; and
 - reporting any form of sexual harassment that they may experience or witness in the workplace.

6.0 DISCIPLINARY ACTION

Any employee, player, volunteer or contractor of the Club identified as engaging in any form of sexual harassment will be subject to disciplinary action that may include termination of employment.

Melbourne Victory is committed to providing a workplace that is free from sexual harassment where every employee is treated with respect.

If you have any queries about this Policy, please feel free to contact our People & Culture Manager via hr@mvfc.com.au.