

## Beatbox Australia Code of Conduct

### **Anti-Harassment Policy**

It is the policy of Beatbox Australia to maintain an environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere which prohibits discriminatory practices, including sexual harassment and harassment based on race, color, religion, national origin, gender identity, gender expression, marital status, sexual orientation, age, handicap, disability, or any other category. Harassment, whether verbal, digital, physical, or environmental, is unacceptable and will not be tolerated by Beatbox Australia.

The purposes of this policy against harassment are to educate all of our community members about what we consider harassment and to make clear our procedure in response to reports. We encourage anyone who feels they have been subjected to harassment to report such conduct to representatives of Beatbox Australia, who will investigate and respond in a timely manner.

### **Definition of Harassment**

Harassment is verbal or physical conduct that denigrates or shows hostility or aversion towards an individual because of race, color, religion, sex, national origin, gender identity, gender expression, marital status, sexual orientation, age, handicap or disability, or that of persons with whom the individual associates. For example, racial harassment includes harassment based on physical or cultural characteristics associated with race. Religious harassment may include demands that a Beatbox Australia member alter or renounce some religious belief/practice in exchange for job/programming benefits; and sexual harassment is defined more specifically below.

Beatbox Australia's policy is to prohibit behavior based on a person's race, color, religion, sex, national origin, gender identity, gender expression, marital status, sexual orientation, age, handicap or disability that:

- (1) has the purpose or effect of creating an intimidating, hostile or offensive environment;
- (2) has the purpose or effect of unreasonably interfering with an individual's performance;
- or (3) otherwise adversely affects an individual's opportunities.

It is Beatbox Australia's policy that such behavior is inappropriate and intolerable regardless of whether any single instance of improper behavior described rises to the level of harassment prohibited by law.

Examples of behavior that violate this policy and may constitute harassing conduct include, but are not limited to:

- Epithets, slurs, quips, or negative stereotyping ~
- Threatening, intimidating or hostile acts ~
- Written or graphic posts/DMs/circulation ~
- "Jokes," "pranks," "trolling," or other forms of "humor" ~

~that is demeaning or hostile with regard to race, color, religion, sex, national origin, gender identity, gender expression, marital status, sexual orientation, age, handicap or disability.

### **Definition of Sexual Harassment**

As defined by the Australian Human Rights Commission, Sexual harassment is an unwelcome sexual advance, unwelcome request for sexual favours or other unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated, where a reasonable person would anticipate that reaction in the circumstances.

The *Sex Discrimination Act 1984* (Cth) defines the nature and circumstances in which sexual harassment is unlawful. It is also unlawful for a person to be victimised for making, or proposing to make, a complaint of sexual harassment to the Human Rights and Equal Opportunity Commission.

Examples of sexually harassing behaviour include:

- unwelcome touching;
- staring or leering;
- suggestive comments or jokes;
- sexually explicit pictures or posters;
- unwanted invitations to go out on dates;
- requests for sex;
- intrusive questions about a person's private life or body;
- unnecessary familiarity, such as deliberately brushing up against a person;
- insults or taunts based on sex;
- sexually explicit physical contact; and
- sexually explicit emails or SMS text messages.

The type of behavior described above is unacceptable by all individuals (staff, students & community members) representing Beatbox Australia, not only within Beatbox Australia events, but also in other settings such as during online and in-person beatboxing events.

Individuals Covered by the Harassment Policy:

This policy covers all Beatbox Australia-representing individuals, i.e. community members/battlers/staff/students/audience, etc. All members of our community deserve to work in a respectful environment free from harassment and bullying. Beatbox Australia encourages the reporting of all incidents of harassment, regardless of who the offender may be.

## Reporting & Investigating a Complaint

Beatbox Australia will uphold the following process:

Concerns will be handled in a timely, fair, and impartial manner, with a commitment to our shared values. Beatbox Australia will treat all aspects of the process confidentially, to the extent it is reasonably possible. When any Beatbox Australia member feels uncomfortable or that the boundaries of professionalism have been crossed by a teammate, our policy is to discuss the issue directly with one another.

Beatbox Australia members should submit complaints as soon as possible after an incident has occurred. It is strongly preferred that complaints are submitted in writing; however, a verbal complaint can be shared in the event a staff member does not feel comfortable/is unable to put a complaint in writing.

Beatbox Australia community members can report a concern or file a complaint with the following contacts:

- Beatbox Australia Facebook Page Private Message:  
<https://www.facebook.com/BeatboxAustralia/>
- Beatbox Australia Email: [beatboxaustraliaoff@gmail.com](mailto:beatboxaustraliaoff@gmail.com)

Beatbox Australia has established the following process for formally reviewing and investigating concerns/ complaints. The organization will treat all aspects of the process confidentially, to the extent it is reasonably possible.

- Preliminary Review- Upon receipt of a complaint, Beatbox Australia leadership will conduct a thorough review of Beatbox Australia policies to determine if the stated complaint implicates a violation of a policy as outlined in this Code of Conduct. Beatbox Australia leadership will notify the complainant(s) and the individual(s) complained about in writing of the complaint as well as next steps.

If after reviewing the concern/complaint, Beatbox Australia Leadership determines that:

- If a Beatbox Australia policy violation has not occurred, Beatbox Australia leadership will inform the claimant(s) and the respondent(s), and will include the rationale for why the claim was not investigated.
- If a Beatbox Australia policy violation may have occurred, the following steps will be considered on a case-by-case basis:

Investigation ~ During an investigation, the individual(s) conducting the investigation will interview the complainant, the respondent, and any witnesses/potential witnesses, including those named by the complainant and/or the respondent. During the course of the investigation, respondents named in the concern/complaint may be precluded from any and all Beatbox Australia programming until the investigation is resolved.

Upon conclusion of an investigation, the individual conducting the investigation will document a written report of their findings for the Beatbox Australia HR Records. Beatbox Australia recognizes that false accusations of wrongdoing can cause serious harm to innocent persons. If an investigation results in a finding that the complainant knowingly, falsely accused another person of wrongdoing, the complainant will be subject to disciplinary action, up to and including exclusion from current and future programming without refund.

- If a Beatbox Australia policy violation has occurred, the individual(s) who conducted the investigation will make a recommendation around appropriate disciplinary actions for the respondent, in consultation with the Beatbox Australia Leadership team. The appropriate disciplinary action will depend on: (1) the severity, frequency and pervasiveness of the conduct; (2) prior substantiated complaints against the respondent and their disciplinary history; and (3) the quality of the evidence (e.g., firsthand knowledge, credible corroboration).
- If the findings are inconclusive or no violation of a Beatbox Australia policy occurred but potentially problematic conduct may have occurred, Beatbox Australia HR representative may recommend appropriate disciplinary or preventative actions to help prevent future concerns/complaints.

If disciplinary action is to be taken, the respondent will be informed, in writing, of the nature of the discipline and how it will be executed. All written disciplinary actions will be kept in the Beatbox Australia HR Records in perpetuity.