



## Human Resource Policy and Procedures Manual



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and must not be shared with external parties,  
without written approval of Nunawading Gymnastics and Sports Club*

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# Employee Declaration

- a) I have read and understood this document.
- b) Nunawading Gymnastics and Sports Club may update this information from time to time at its discretion and to reflect legislative changes. I will be notified of key policy changes as they occur.
- c) I will continue to ensure my understanding of this document remains up-to-date.

NAME	DATE	SIGNATURE

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# Version Control

The following clauses of this manual were updated as follows:

DATE	CLAUSES	AUTHORISED BY
November 2021	New Manual	Committee

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# 1. Introduction

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## 1.1 Purpose of Manual

This manual is designed to provide information to all Managers and employees at Nunawading Gymnastics & Sports Club (Nunawading Gymnastics and Sports Club) on club Human Resources guidelines, policies and procedures.

This manual aims to:

- Ensure the consistent, equal, fair and respectful treatment of all employees
- Provide for minimum standards of practice and conduct and conditions of employment
- Prevent any ambiguities arising; and
- Serve as a reference point for all Managers and employees at Nunawading Gymnastics and Sports Club.

It serves as a guide to provide the framework in which to work together to develop effective working relationships. The policies in this manual are intended to provide guidelines for decision-making; however, they do not replace the Manager's responsibility for complying with statutory and legislative requirements.

In addition, the National Employment Standards (NES) legislated in the Fair Work Act 2009 provide a minimum safety net for all employees of businesses that operate under federal IR laws, apply to all Nunawading Gymnastics and Sports Club employees.

Deviation from these policies may result in disciplinary action and/or termination of employment. Managers should ensure that all new staff are aware of these policies and procedures.

Other policy documentation that employees need to be familiar include the Fair Work Act 2009 and the Fitness Industry Award.

## 1.2 Amendment

Nunawading Gymnastics and Sports Club reserves the right to vary the terms and conditions set out in this Manual from time to time, in line with changing legislation and with the changing needs of the Club.

## 1.3 Club Overview

**NG&SC** is a not-for-profit organisation providing recreational and competitive gymnastics programs to the community since the 1940's. We are affiliated with Gymnastics Victoria and Gymnastics Australia who provide our club with Risk Management Guidelines, Supporting Policies and other governance, technical education, access to Interclub, State and National competitions plus many other resources that help enrich our programs and community.

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#### **1.4 Club Vision, Mission, Values**

At Nunawading Gymnastics and Sports Club, we actively foster a supportive and safe environment for all our participants so that everyone can achieve their personal development goals within recreational or competitive gymnastics.

We offer:-

- Diverse and well-structured gymnastics programs that include and encourage all gymnasts.
- Qualified and well-supported coaching in various gymnastics disciplines and levels. Our coaches encourage the involvement and guide the development of every gymnast.
- An inclusive, family-friendly sports environment that intentionally promotes participation and contribution of all.
- Training and mentoring of our coaches in accordance with the requirements of GV/GA. We also provide structured pathways for new trainee coaches.
- Training and coaching for our judges. We intentionally encourage members of our community to enter training pathways to become a judge in any of our gymsports.

#### **1.5 Gymnastics Club Affiliation**

In circumstances when Nunawading Gymnastics and Sports Club policies in this Manual conflict or create ambiguity with Industry Affiliation Standards and requirements, industry affiliation policies and requirement shall override the relevant sections in this Manual.

#### **1.6 Further Information**

Employees should direct any questions they have relating to any of the policies and procedures included in this manual to their Manager.

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## 2. Workplace Conduct

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## **2.1 Ethical Conduct**

Ethical conduct is central to our Nunawading Gymnastics and Sports Club's culture. We expect all employees to behave ethically, with integrity and with respect for others. This not only applies when dealing with members and member families but also, and just as importantly, when dealing with colleagues, immediate superiors and direct reports.

We expect our employees not to involve Nunawading Gymnastics and Sports Club in political activities or programs nor use Club resources for private use or gain. Nunawading Gymnastics and Sports Club requires all employees to be honest. Concealing errors and omissions or attempting to protect colleagues who have breached Nunawading Gymnastics and Sports Club's requirements, is viewed very seriously.

Nunawading Gymnastics and Sports Club strongly promotes a policy of open communication whereby all employees are encouraged to speak out about any concern they may have, or about problems needing to be addressed. If an employee has any concern that Nunawading Gymnastics and Sports Club's, or a colleague's behaviour appears to diverge from our policy on ethical conduct, they should contact the Club Manager or a member of the Committee of Management.

## **2.2 Confidentiality**

Staff members are required to take all reasonable and necessary precautions to maintain the confidentiality of information and prevent its disclosure.

Confidential Information includes but is not limited to:

- information that has not been made 'publicly available' by Nunawading Gymnastics and Sports Club;
- information which is specifically designated as confidential by Nunawading Gymnastics and Sports Club;
- information which, by its nature, may be reasonably understood to be confidential;
- Nunawading Gymnastics and Sports Club trade secrets and Intellectual Property;
- information regarding Nunawading Gymnastics and Sports Club financial, business affairs;
- contracts, arrangements or terms of trade with current or potential employees, members, suppliers, donors/sponsors;
- Nunawading Gymnastics and Sports Club contractual, technical and production information (including lesson plans, choreography, coaching techniques);
- Nunawading Gymnastics and Sports Club marketing plans, marketing and sales techniques;
- Lists, notes and developments regarding confidential information regarding;
  - Nunawading Gymnastics and Sports Club employees, volunteers or Committee Members;
  - Nunawading Gymnastics and Sports Club business systems, and operating procedures or manuals; and

- .....
- Nunawading Gymnastics and Sports Club customers, suppliers or members.  
except for information that is publicly available.

Confidential Information must not be disclosed to any other person whether directly or indirectly, without first obtaining the express written consent of Nunawading Gymnastics and Sports Club, except in the ordinary and proper course of your employment.

Your obligations under this clause apply during and after your employment with Nunawading Gymnastics and Sports Club.

### **2.3 Intellectual Property**

Any invention, design, discovery, improvement, written work or publication (including lesson plans, choreography) made by staff members in the course of employment, or by using the time, equipment, facilities or Confidential Information of Nunawading Gymnastics and Sports Club, will be the intellectual property of Nunawading Gymnastics and Sports Club. Therefore, staff members are not permitted to use, retain or copy any intellectual property of Nunawading Gymnastics and Sports Club without our express consent of the Club Manager.

### **2.4 Conflict of Interest**

Staff members are required to immediately disclose any potential, perceived or actual conflict of interest (whether direct or indirect) that may give rise to a conflict with the performance of your employment obligations to Nunawading Gymnastics and Sports Club, or Nunawading Gymnastics and Sports Club business or reputational interests.

Nunawading Gymnastics and Sports Club may require you to take action to eliminate, cease or reduce any such conflict.

In the event that, in the opinion of Nunawading Gymnastics and Sports Club, you fail or refuse to declare any such conflict, or to resolve it in a manner satisfactory to Nunawading Gymnastics and Sports Club in accordance with its directions, then Nunawading Gymnastics and Sports Club may terminate your employment on an immediate basis.

#### ***2.4.1 Additional Employment***

Written permission must be sought from Nunawading Gymnastics and Sports Club before commencing employment with any other sporting association /business or partnership.

We also need you to inform Nunawading Gymnastics and Sports Club if you are employed by more than one organisation for more than 38 hours per week on a regular basis.

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## **2.5 Attendance & Punctuality**

Regular and punctual attendance is important in order for Nunawading Gymnastics and Sports Club to operate efficiently. All employees are expected to come to work promptly each day, unless they are ill or have prior approval from their Manager to be late or absent. Excessive absence or tardiness, as determined by Nunawading Gymnastics and Sports Club, may result in poor performance ratings and disciplinary action up to, and including dismissal.

If you cannot report to work, telephone your Manager as early as possible regarding the reason for the absence and its anticipated length. A SMS/email or text message will only be acceptable if the employee can demonstrate that they were unable to contact the Manager or the Manager's representative by phone. This procedure must be followed each day of absence, unless otherwise directed.

## **2.6 Equal Employment Opportunity**

It is the responsibility of all employees to contribute to a working environment free of unfair discrimination or harassment, and to provide full support to Equal Employment Opportunity (EEO) in employment and opportunity.

In accordance with the relevant State and Federal legislation this policy aims to prevent discrimination on the basis of attributes such as;

- Age
- Breastfeeding
- Carer status
- Disability/impairment
- Employment activity
- Gender identity
- Industrial activity
- Lawful sexual activity
- Marital status
- Parental status
- Physical features
- Political belief or activity
- Pregnancy
- Race
- Religious belief or activity
- Sex

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- Sexual orientation or
  - Personal association with someone who has, or is assumed to have, one of these characteristics.

Our EEO commitment aims to achieve fair practices and behaviour in the workplace, including:

- recruitment, selection and promotion practices which are open, competitive and based on merit. This means the best applicant is selected for the job;
- access for all employees to training and development;
- flexible working arrangements that meet the needs of employees and create a productive workplace;
- grievance handling procedures that are accessible to all employees and deal with workplace complaints promptly, confidentially and fairly;
- communication processes to give employees access to information and allow their views to be heard;
- management decisions being made without bias;
- no unlawful discrimination or harassment in the workplace, and
- respect for the social and cultural backgrounds of all employees and members and member families.

The selection of individuals for employment, promotion or advancement, training and staff development will be on the basis of personal merit in fair and open competition according to the skills, qualifications, knowledge and effectiveness relevant to the position description.

All Management and employees have a role to play to ensure our EEO policy is upheld. Responsibilities include:

- working to the best of your ability and provide quality service to customers,
- recognising the skills and talent of other staff members,
- acting to prevent harassment and discrimination against others in the workplace,
- respecting differences among colleagues and customers such as cultural, gender, sexual orientation, intersex status and social diversity,
- ensuring organisational language, policies and practices accommodates cultural and gender diversity including sexual orientation, gender identity, intersex status; and
- treating people fairly (i.e. without discrimination, harassment or bullying).

Any employees, including Managers, involved in discriminatory practices will be subject to disciplinary action, which may include termination.

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## **2.7 Harassment, Bullying & Workplace Violence**

The following behaviour will not be tolerated at Nunawading Gymnastics and Sports Club. Not only do some of these behaviours breach State and Federal laws, they are also contrary to our ethics and preferred management practices.

This policy covers interpersonal relations at work or at work-related events and applies to employees, contractors, suppliers and members and member families.

### **2.7.1 Principles**

The aim of this policy is to ensure that employees (and witnesses), can take action if they feel they (or someone else in the workplace), has been subject to bullying, harassment or workplace violence.

This policy aims to encourage people to report inappropriate behavior reassuring them that the complaint will be taken seriously and the complainant will be treated respectfully without fear of victimisation or retribution.

This policy also seeks to support people who have been accused of these behaviours, ensuring that all parties have the right to have their say and respond to accusations made against them.

Nunawading Gymnastics and Sports Club will manage complaints with confidentiality, timeliness and respect for all concerned as is reasonably possible.

Nunawading Gymnastics and Sports Club also expects the parties involved in the complaint to co-operate in good faith with any resolution and/or investigation processes. Anyone involved in a complaint of bullying, or its investigation must ensure that the circumstances and facts of the complaint are disclosed only to those people who are directly involved in progressing its investigation and resolution, or have a 'need to know'. In particular, it is important that staff who either make a complaint, or may be witnesses to the circumstances giving rise to the complaint, do not discuss the matter outside the investigation and resolution processes.

### **2.7.2 Harassment**

Harassment is uninvited, unwelcome behaviour that may be expressed physically, in writing or verbally. If the behaviour is welcomed and/or reciprocated, it is not harassment.

Some examples of harassment include

- Campaigns of hate and/or silence;
- Offensive comments or jokes based on i.e. race, disability, sexual preference, political or religious beliefs, marital status, family or carer responsibilities;
- Stereotyping of particular disabilities, religion or ethnic groups;
- Isolation, segregation or intimidation aimed at a person's disability;
- Making derogatory comments or taunts about a person's disability;



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- Derogatory and offensive use of language and/or behaviour based on the colour or racial, ethnic or cultural backgrounds of people or groups of people;
  - Displays of offensive material such as posters, books, pictures, calendars, graffiti, screensavers or computer graphics;
  - Unwelcome, uninvited leering, touching or sexual questioning of a person;
  - Sending explicit or sexually suggestive emails or text messages; and
  - Asking intrusive questions about someone's personal life, including their sex life.

### **2.7.3 Bullying**

Bullying is repeated behaviour that intimidates, offends, degrades or humiliates.

Bullying is often more often persistent, occurring over a period of time instigated by the same person or group of people.

Some examples of bullying include

- Abusive, offensive or demeaning language;
- Outbursts of anger or aggression;
- Threats, physical or verbal intimidation;
- Insults or teasing;
- Spreading rumours;
- Constant criticism or trivialising of achievements;
- 'Ganging up' on an employee;
- Manipulating the work environment, such as
  - excessive overworking of staff;
  - intentional under-utilisation of staff;
  - setting impossible deadlines or targets;
  - isolating staff from normal work interaction;
  - unfairly blaming someone for mistakes/delays;
  - deliberate exclusion or isolation of employees;
  - withholding of information vital for effective work performance;
  - belittling or disregarding opinions or suggestions;
  - chastising in front of colleagues; and
  - deliberate changing of rosters to inconvenience certain employees.

Management actions carried out in a fair way are generally not considered to be bullying. For example, it is reasonable for management to take actions to allocate and manage the work within a workgroup. This may include

- Setting performance goals, standards and deadlines;

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- Allocating work;
  - Rostering and allocating working hours;
  - Transferring a worker;
  - Deciding not to select a worker for promotion;
  - Informing a worker about unsatisfactory work performance;
  - Informing a worker about inappropriate behaviour;
  - Implementing organisational changes;
  - Performance management processes;
  - Constructive feedback; and
  - Downsizing.

#### **2.7.4 Complaints process**

There will always be occasional differences of opinion, conflicts and problems in working relations – these are part of working life. However, if you feel intimidated, humiliated or offended due to any of the above behaviours, we encourage you take action.

Even if you are a witness to inappropriate behaviour, it is important that you report your concerns as soon as possible. Don't wait and hope it stops. These behaviours have a tendency to escalate if nothing is done about it.

If you experience bullying or harassment, or witness these behaviours against others, it is important that you take action in accordance with the options below.

##### **A) *If you feel you have been harassed or bullied:***

###### Informal resolution

Wherever possible, if you feel you have been harassed or bullied, you should approach the perpetrator/s, tell them that you disapprove of the behaviour, that it makes you uncomfortable and request that the behaviour stop.

If this is difficult for you, you might ask your Manager or a colleague to approach the perpetrator on your behalf.

###### Written complaint

If informal resolution is inappropriate, or has not been successful to stop the bullying behaviour, report any incidents to your Manager in writing.

If you don't feel you can speak to your Manager, report any incidents to the one-up Manager or another senior member of staff and ask for these to be recorded.

If you feel you have been harassed or bullied by a Nunawading Gymnastics and Sports Club Manager, report the incident to a member of the Committee of Management/Board.

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**B) If you witness harassment or bullying behaviour against others or a colleague tells you they have been bullied**

1. Encourage the victim/s to take action above;
2. Report the incident/s to your employer (preferably in writing);
3. Make a written note of the incident/conversation.

**C) If you are a Manager and have been notified of a harassment or bullying complaint:**

Refer the complaint

If you don't have the authority to resolve the complaint or feel uncomfortable or compromised in doing so, refer the complaint in writing to the appropriate Manager; senior member of staff; Committee Member (or Club President if the complaint is against the Club Manager or Committee Member).

Resolve complaint

If you are authorised to resolve or facilitate the resolution of the complaint, promptly arrange internal resolution by

- Facilitating, conciliating or mediating the resolution of the complaint by verifying the facts and taking steps to ensure the behaviour stops (if confirmed); and/or
- Conducting, or arranging for an independent investigation of the incident to verify the facts and substantiate/unsubstantiated the claim. (This is usually done for more serious cases and can be managed internally or with external professional support).

If the complaint is unsubstantiated and does not meet the definition of harassment or bullying above, the claim should be rejected and the decision should be communicated to the complainant.

If the complaint is substantiated, Nunawading Gymnastics and Sports Club will take prompt action against the perpetrator as appropriate. This may include an apology, counselling, training, transfer, formal warning or dismissal.

Keep a record of the incident and any resolution steps taken.

**D) If a harassment or bullying complaint has been made against you:**

If a complaint is made against you, you will have the right to respond to this allegation. Nunawading Gymnastics and Sports Club encourages you to participate in the resolution process and provide information requested in writing.

You will also be able to involve a support person of your choice if you are asked to attend any meetings.

If the complaint is not substantiated, Nunawading Gymnastics and Sports Club will inform you of its confidential record keeping policies. If the complaint is substantiated, Nunawading Gymnastics and Sports Club will discuss this with you.

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### **2.7.5 Reporting Criminal Behaviour**

Some types of harassment, bullying and workplace violence may constitute offences under criminal law. These include

- Striking, kicking, scratching, biting, spitting, grabbing, pushing, shoving, tripping or any other type of direct physical contact or assault;
- Attacking with knives, guns, clubs or any other type of weapon;
- Pushing, shoving, tripping or grabbing;
- Throwing objects;
- Any form of indecent physical or sexual contact, molestation or assault;
- Indecent exposure;
- Stalking;
- Offensive and/or obscene communications (telephone calls, emails, SMS messages, letters etc.); and
- Serious physical, psychological, verbal or cyber bullying that may cause the victim to engage in suicidal thoughts or thoughts or actions that involve self-harm.

If an employee or Manager suspects that a criminal incident has occurred or that an individual is potentially suicidal due to serious systematic bullying, the individual concerned should contact Nunawading Gymnastics and Sports Club Manager/Committee/Board Member and report the matter to the police.

### **2.7.6 Circumstances when no action may be taken**

There are some circumstances when Nunawading Gymnastics and Sports Club may decide not to assist an employee to deal with a complaint of harassment or bullying, for example when

- The complaint has been satisfactorily dealt with or resolved previously (unless another bullying incident has occurred since);
- The complaint is made anonymously without sufficient detail being provided so as to allow resolution of the matter;
- The complaint is frivolous, vexatious or malicious, for example where false or misleading information is provided, relevant information is withheld, facts are distorted or there is no demonstrated commitment to resolution. (Note: Depending on the circumstances, these types of complaints could lead to disciplinary action including dismissal action being taken against the person making the complaint);
- The complaint does not meet the legal definitions for unlawful behaviour;
- The complainant withdraws the matter; and
- The complainant requests that the matter not be notified, investigated or resolved, or that resolution of the matter be delayed.

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### **2.7.7 External Support**

Involvement in a harassment, bullying or potentially criminal matter can be very stressful for the parties involved. Visiting a counsellor or medical professional may be beneficial.

Speaking to external bodies such as the Fair Work Commission, Human Rights Commission, OHS Regulator and the Police may also help you understand legislation in these areas.

## **2.8 Alcohol & Drugs**

Under OHS legislation, Nunawading Gymnastics and Sports Club has an obligation to take all reasonable or 'practicable' steps to ensure the health and safety of all workers and any other people who may be affected by the actions of the employer, such as members and contractors.

As the effects of both alcohol and illicit drug and substance use, during and outside of work hours can have a significant negative impact on workplace health, safety as well as productivity and job performance, Nunawading Gymnastics and Sports Club has a legal obligation to address substance abuse issues to encourage a safer and healthier workplace.

This policy applies equally to employees, volunteers and contractors both on-site and off-site where Club and Club-related events are taking place.

On entering the workplace, visitors, members and member families will also be required to comply with this policy.

### **2.8.1 Obligations under the policy**

Employees must notify their manager where they have reason to suspect a breach of this policy.

This will aid Nunawading Gymnastics and Sports Club in providing a safe and healthy workplace, minimising the effect of substance abuse on other personnel in the workplace, and where appropriate reasonably assisting employees with substance abuse problems.

	Example	Alcohol tolerance	Illicit Drugs* tolerance
On site	During rostered hours	Zero tolerance	Zero tolerance
	Any event whereby employees are expected to resume work thereafter (i.e. luncheon, briefings, training, celebrations)	Zero tolerance	Zero tolerance
	Any event whereby employees are not expected to resume work thereafter (i.e.	Legal limit**	Legal limit**

	celebrations, social events, meetings, briefings, training)		
Off site	During rostered hours	Zero tolerance	Zero tolerance
	Any event whereby employees are expected to resume work thereafter (i.e. luncheon, briefings, seminars, training, celebrations)	Zero tolerance	Zero tolerance
	Any event whereby employees are not expected to resume work thereafter (i.e. celebrations, social events, meetings, briefings, seminars, conferences, training)	Legal limit**	Legal limit**
	A personal event not connected with work that occurs prior to the commencement of duty	Legal limit**	Legal limit**

\* The use of illegal drugs defined above includes the manufacture, distribution, possess or use of illegal drugs and controlled substances.

\*\* During events where a legal limit is tolerated because the idea is to socialise and relax, employees are expected to limit the quantity of alcohol consumed and conduct themselves in such a way that does not jeopardise the integrity of the Club.

Employees must not drive a vehicle if they are unsure of their level of consumption.

Excessive consumption of alcohol or prohibited substances that increase the risk of illness or injury to self or others at work, or that prevent the staff member from attending work will not be tolerated, and will result in disciplinary action.

### **2.8.2 Policy breaches**

Should an employee breach this policy, Nunawading Gymnastics and Sports Club will take action that may include;

- Conducting an review/investigation;
- Undertaking drug testing;
- Counseling the employee;
- Seeking a medical review or fit-for-work assessment;
- Requesting the employee seek professional rehabilitation support;
- Sending the employee home on personal leave;
- Send the employee home without pay; or
- Issuing a disciplinary warning (in more serious or repeated cases).
- Dismissal (in willful, very serious or repeated cases)

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### **2.8.3 Drug Testing**

From time to time, Nunawading Gymnastics and Sports Club may request that an employee submit to a 'for cause' drug test if it seeks to establish whether

- an employee is working under the influence of drugs or alcohol,
- the job performance and/or behaviour of an employee is impacted by drug or alcohol abuse, and/or
- an employee's lateness or absence from work is linked to drug or alcohol abuse.

The drug test could involve oral (i.e. breath, saliva), urine or blood tests depending on medical advice and the suspected substance/s involved.

## **2.9 Smoking**

Smoking is not permitted

- During work hours except for designated tea and lunch breaks in designated smoking areas.
- In Nunawading Gymnastics and Sports Club buildings or club owned vehicles except for the areas officially designated as smoking spaces.
- In private vehicles when members, staff or volunteers are being transported due to club-related business.

## **2.10 Personal Relationships**

Nunawading Gymnastics and Sports Club is committed to ensuring that, where such relationships exist or develop, that they do not interfere with the with the work performance of the individuals involved, or with the effective functioning of the team or workplace.

To avoid any actual, perceived or potential conflict of interest, a staff member related to, or romantically involved with another person in circumstances such as those described above, must disclose the relationship if:

- The persons involved are in a direct reporting relationship (Manager – subordinate; Board member) or involved are in a working relationship where one person has decision-making power over another (i.e. hiring, hours worked, promotion, travel opportunities, employment benefits, contractual engagement or renewal, financial expenditure or approvals).
- The persons involved work in the same department/work unit.
- Either person involved works in a position that handles money (i.e. finance, accounts, payroll, cash).
- The other person has requested a working relationship with Nunawading Gymnastics and Sports Club (i.e. job applicant, volunteer, contractor, supplier).

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- A complaint has been raised by another staff member about a perceived conflict of interest, discrimination, harassment, favouritism, as a result of the relationship.

Employees who are unsure about a potential conflict are encouraged to discuss the circumstances with their manager.

### **2.10.1 Complaints Process**

Staff, whether or not involved in the relationship, who believe they (or another person) have been or may potentially be adversely be affected by the relationship, are encouraged to immediately speak to their manager.

If Nunawading Gymnastics and Sports Club determines that a conflict of interest exists (or may potentially exist) as a result of the relationship, steps may be taken that could include:

- Transfer
- Change of shift or duties
- Revised reporting structure
- Personal undertakings, and/or
- Performance management.

## **2.11 Child Safety**

Nunawading Gymnastics and Sports Club is committed to the safety and wellbeing of all children and young people accessing our services. We support the rights of the child and will act without hesitation to ensure a child safe environment is maintained at all times. We also support the rights and wellbeing of our staff and require you to support the safety, participation, wellbeing and empowerment of children at all times by

- taking all reasonable steps to protect children from abuse;
- promoting the involvement and participation of children and young people in developing and maintaining child-safe environments;
- treating all children with respect;
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused and/or are worried about their safety or the safety of another;
- promoting the cultural safety, participation and empowerment of Aboriginal children (for example, by never questioning an Aboriginal child's self-identification);
- promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination);
- promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities); and



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- encouraging children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them.

Staff and volunteers must not

- develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children);
- exhibit behaviours with children which may be construed as unnecessarily physical (for example inappropriate sitting on laps. Sitting on laps could be appropriate sometime, for example while reading a storybook to a small child in an open plan area);
- put children at risk of potential abuse (for example, by locking doors);
- do things of a personal nature that a child can do for themselves, such as toileting or changing clothes;
- leave adults alone with a child unless alternative arrangements cannot practically be made;
- use inappropriate language in the presence of children;
- engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities);
- express personal views on cultures, race or sexuality in the presence of children;
- discriminate against any child, including because of culture, race, ethnicity or disability;
- have contact with a child or their family outside of our organisation without the Child Safety Officer's knowledge and/or consent (for example, no babysitting) (Accidental contact, such as seeing people in the street, is appropriate);
- have unnecessary and/or unauthorised online or phone contact with a child or their family;
- take or transmit images of children unless prior permission is obtained wherever possible from a child's parent/guardian;
- ensuring the privacy of others to be respected and disallow the use of camera phones, videos and cameras inside changing areas, showers and toilets;
- ensuring parents provide written permission prior to children riding in cars with staff members or volunteers; and
- ignore or disregard any suspected or disclosed child abuse.

Staff are required to immediately

- Notify the Manager or lodge a complaint if they feel any other person or organisation is acting inappropriately towards a child or may be breaching the Industry Member Protection Policy;
- Report any breach or potential breach of this policy to Club Manager or Child Safety Officer if you have suspicion on reasonable grounds that a child has been, or is at risk of being abused or neglected;

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- Report any breach or potential breach to the Industry Child Safety Officer if you feel there may have been a potential breach of the Industry Member Protection Policy;
  - Report any breach or potential breach of this policy to the Manager or Child Safety Officer if they have suspicion on reasonable grounds that a child has been, or is at risk of being abused or neglected;
  - Notify the State Child Protection Authority; and
  - Call the Police on 000 if you believe a child is at immediate risk of abuse.

If an allegation of child abuse or inappropriate behavior toward a child is made, staff members including volunteers must ensure as quickly as possible that the child or children are safe.

### **2.11.1 Accreditation**

Nunawading Gymnastics and Sports Club may require employees, contractors and volunteers in certain roles to provide a valid Working with Children and/or Criminal History assessment to meet the inherent requirements of their role. If valid accreditation cannot be provided, or if a government body suspends or cancels accreditation, employment may be terminated.

Staff are also required to successfully complete industry accreditation as directed by Gymnastics Victoria and Gymnastics Australia.

## **2.12 Use of Social Media**

Nunawading Gymnastics and Sports Club provides access to voicemail, email, the Internet, social networking and other electronic media and electronic communications systems for work-related activities.

Electronic communications includes any communication channelled through electronic equipment of any kind including computers, telephones, hand-held gaming and music players, tablets, mobile communication systems and the use of social media.

While online social media applications are important communication tools that can play a significant role in marketing and community engagement, they also present an opportunity to directly engage and communicate with members and member families and employees and to reinforce Nunawading Gymnastics and Sports Club corporate values and branding, as well as maintain credibility, integrity and customer confidence.

On-line social media includes blogs, micro blogs (e.g. Twitter), website discussion forums, video/audio/image-sharing websites (e.g. YouTube, Flickr), wikis, social networking websites (e.g. Facebook, LinkedIn) and any other websites that allow individual users or companies to use simple publishing tools.

### **2.12.1 Personal, but never Private**

While communication through social media networks is primarily a personal matter, employees must be aware that they are never private.

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Any conversation an employee may have that refers to Nunawading Gymnastics and Sports Club, its products, services or staff, can be accessed, retrieved, forwarded and/or copied by other people including suppliers, future donors, work colleagues, job applicants, peers as well as organisations with existing or prospective relationships with Nunawading Gymnastics and Sports Club. Employees must consider their audience before communicating to ensure the post will not alienate, harm or provoke any of these individuals or groups.

Employees must also be aware that written conversations inside these networks can be found through search engines such as Google, sometimes years after they are created. Links can also be made between communications you have made across different communication forums.

It is important that all employees are aware that any conversation or comment made on the internet, or in writing via other electronic communication devices, should be considered to be public information (rather than private).

### **2.12.2 External Communication Standards**

While Nunawading Gymnastics and Sports Club recognises the value of posting personal online content, it is important that employees understand what standards of communication are expected.

For example, if an employee chooses to identify themselves as an employee of Nunawading Gymnastics and Sports Club or discuss matters related to the Club on a personal Web site or blog, it will very likely be assumed they are speaking on behalf of Nunawading Gymnastics and Sports Club.

Communications must therefore be transparent, ethical and accurate ensuring communication and behavioural protocols outlined in current Nunawading Gymnastics and Sports Club policies are strictly adhered to.

When communicating externally in electronic forums, it is important that employees:

- Use respectful, polite and succinct language;
- Make it clear that the views you are expressing are yours alone and not necessarily those of Nunawading Gymnastics and Sports Club;
- Disclose your role with Nunawading Gymnastics and Sports Club, if discussing the Club;
- Do your research well and check that your facts are accurate, even if you are expressing a personal view.;
- Respect the privacy and confidentiality of people and organisations you are referring;
- Be polite and respectful of all individuals and communities with whom you communicate, even in times of heated discussion and debate;
- Conform to the cultural and behavioural norms of the social media platform being used;

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- Are mindful of the importance of not damaging the reputation and interests of the people and organisations you are naming.

It is also important that you do not:

- Communicate confidential, copyrighted, trademarked, branded or any unlawful information, and be careful about posting or linking to items that may contain viruses.
- Use external forums to mock, embarrass, defame, threaten, discriminate, humiliate or damage the reputation of Nunawading Gymnastics and Sports Club, members and member families, volunteers, sponsors, donors or co-workers. If you have suggestions for improvements at Nunawading Gymnastics and Sports Club, go through the proper channels to air your concerns and share your suggestions.
- Identify a member, donor or partner by name without permission, and never discuss confidential or private information. It is acceptable to discuss general details and to use non-identifying pseudonyms so long as the information provided does not violate any non-disclosure agreements that may be in place with the members or make it easy for someone to identify the members.
- If you witness illegal, unethical, defamatory communications conduct by an organisation, Nunawading Gymnastics and Sports Club employee/volunteer, former employee/volunteer or associate that you feel may breach this policy, or any other Club policies, please immediately contact your Manager or senior staff member as appropriate.

## **2.13 Electronic Communications**

### ***2.13.1 Personal Communications***

It is accepted that from time to time, employees will need to make and accept personal non-work related communications during the course of the working day. These communications should be made during morning and afternoon breaks, or at lunch-time, wherever possible. If personal communications must be made during working hours, they must not:

- interrupt or interfere with the employees job or anyone else's, or
- cause significant cost or drain on resources for Nunawading Gymnastics and Sports Club e.g. large group emails, corruption of data and systems.

Private email, messaging, texting, internet and other forms of electronic communications must comply with this policy and not cause significant cost on organisational resources or affect the performance of organisational communications equipment (e.g. large group emails, corruption of data and systems).

Personal behaviours and actions that are not permitted at any time include:

- Soliciting outside business ventures, advertising for personal enterprises and soliciting for non-organisation related purposes
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- On-line trading or gambling within working hours except as authorised by management
  - Mass mailing of non-business messages to groups or individuals
  - Playing electronic games in working hours
  - Downloading music and video files and distributing them.

### **2.13.2 Internet usage**

Nunawading Gymnastics and Sports Club internet facilities are to be used primarily for business purposes, however the Club respects that employees may need to use internet facilities from time to time to deal with a personal matter. Such personal use must be reasonable and not interfere or distract from business priorities.

The following is not permitted:

- Downloading of files from the Internet unless there is a legitimate business need and the Manager has granted approval.
- Transmission of non-encrypted, confidential information. (In the transmission of materials, applicable copyright laws or patents must be obeyed).
- Internet access as a vehicle to gain unlawful access to computers, information or communications devices.
- The downloading of games or software from the Internet. (Including software offered for free or otherwise by sites promoting electronic downloading of their software by flashing a license acceptance banner either during the downloading process or during the installation.)
- The creation of hot links or other linkage between any web site, including a personal web site or similar on-line presence, with which the employee may be affiliated, and a home page created by or for Nunawading Gymnastics and Sports Club or any of its various publications, businesses or affiliates.
- Mention of Nunawading Gymnastics and Sports Club, its publications, businesses or affiliates on any web site, including a personal web site or similar on-line presence, with which the employee may be affiliated.
- Access and participation in chat rooms and messenger services.
- Use of unauthorised multi-media programs, social networking sites (e.g. Facebook, Twitter, Instagram) and personal devices (personal video cameras, personal entertainment devices, non-compatible personal printers etc.).
- Updates on external sites (i.e. LinkedIn) that breach your duties as an employee of Nunawading Gymnastics and Sports Club.

When communicating with external parties, employees must keep in mind that emails and downloads can be possible carriers of viruses.

Nunawading Gymnastics and Sports Club considers breaches of any of the above as very serious. Employees found to be breaching these policies may be subject to instant dismissal.

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### **2.13.3 Monitoring of Employee Communications**

Nunawading Gymnastics and Sports Club is committed to protecting its equipment, employees, partners and the organisation from illegal or damaging actions by individuals, either knowingly or unknowingly.

As such, the Nunawading Gymnastics and Sports Club has the right to monitor communications with internal and external parties.

### **2.13.4 Internal Communications**

Nunawading Gymnastics and Sports Club monitors and audits information stored on in-house equipment for the purposes of assuring system security, proper usage and performance, as well as investigating potential abuse and unethical use.

From time to time, Nunawading Gymnastics and Sports Club may monitor and access (recover, read, copy or delete) any voicemail, email, document, data or other communication made by any employee through its electronic systems.

Although the organisation respects the individual privacy of its employees, that privacy does not extend to work-related conduct and use of Nunawading Gymnastics and Sports Club's systems and equipment. Therefore, if unethical, unlawful or inappropriate communications affecting Nunawading Gymnastics and Sports Club, its stakeholders or staff are reported or suspected, Nunawading Gymnastics and Sports Club may take action to retrieve data from its systems to support disciplinary or legal investigation or proceedings.

Employees should be aware that even after an electronic communication/file is deleted or an internet session is closed, it may be possible for the organisation to recover or recreate that electronic communication, file or internet session.

Employees are therefore encouraged not to use organisational communications systems for any communications which they wish to keep private.

### **2.13.5 External Communications relevant to Nunawading Gymnastics and Sports Club**

Nunawading Gymnastics and Sports Club understands that employees, from time to time, may communicate information regarding Club business or staff via external electronic forums. As a representative of Nunawading Gymnastics and Sports Club, it is expected that such communication adheres to all organisational policies.

If an internal policy breach is reported or suspected, Nunawading Gymnastics and Sports Club reserves the right to take action to retrieve data from external systems to support disciplinary or legal investigation or proceedings. In such case, the staff member/s concerned may be requested to allow Nunawading Gymnastics and Sports Club appointed investigators access to their private electronic communications tools (including temporary surrender of such equipment).

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When an employee leaves the organisation, profiles that refer to their professional life should must be updated accordingly (i.e. LinkedIn).

### **2.13.6 Communicating with Members & Member Families**

Unless authorised, employees are not permitted to contact members or their families.

All contact with members and their families must be undertaken through formal club communication channels.

### **2.13.7 Telephones**

Unless authorised, employees are not permitted to make long distance personal calls, dial 1900 information numbers or any other chargeable phone services using Nunawading Gymnastics and Sports Club landline telephones.

### **2.13.8 Personal Safety**

Employees should also be aware of potential health risks associated with extended electronic telephone use and minimise these risks, such as keeping calls short, taking breaks between calls, using headphones during long conversations and not holding the handset too close to their ear.

### **2.13.9 Inappropriate Conduct**

It is important that all employees act appropriately and use good judgement when communicating electronically.

Inappropriate communications are viewed by Nunawading Gymnastics and Sports Club very seriously, and could result in disciplinary action against the employee up to and including dismissal. Examples of inappropriate communications include:

- Sending, on forwarding, archiving, storing or distributing material which may be seen as defamatory, discriminatory, harassment, bullying, offensive, indecent, vulgar, pornographic, of a sexual or unlawful nature to external organisations or persons inside or outside the organisation at any time;
- Holding out to be a representative of Nunawading Gymnastics and Sports Club, or express views on behalf of the Club, unless it is part of normal job duties;
- Using Nunawading Gymnastics and Sports Club email or logo without permission;
- Disclosing confidential information;
- Publicising workplace disputes; or
- Damaging the employment relationship, the employer's reputation or commercial interests, or bring the employer into disrepute;

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- Sending personal information and personal comments, jokes to or about other employees;
  - Expressing a personal philosophy that is contrary to Nunawading Gymnastics and Sports Club ideals;
  - Creating or sending unsolicited messages, including the sending of "junk mail" or other advertising material, chain letters, 'pyramid' schemes or jokes to individuals who did not specifically request such material (email spam);
  - Engaging in political, illegal or unethical activities that could adversely affect or damage Nunawading Gymnastics and Sports Club's reputation.

## **2.14 Video & Recording Devices**

### ***2.14.1 Video Surveillance***

Nunawading Gymnastics and Sports Club is committed to protecting the security of Club property as well as ensuring the safety and wellbeing of the people who use Club property.

As such, Nunawading Gymnastics and Sports Club may install video cameras to monitor the exterior and interior of Club building/s which will:

- Provide a visual deterrent, assisting with overall security measure;
- Provide a higher level of security for Club and staff property;
- Provide a higher level of personal security and protection for staff and others while on Club premises;
- Increase the potential to identify person(s) who commit unlawful acts and/or breach Club policies or directives.
- Assist with information required for investigation, performance management, disciplinary and complaints management processes.
- Assist with information required for staff training and development purposes.
- Assist to ensure compliance with organisational policies and processes.

Any footage recorded will be the legal property of Nunawading Gymnastics and Sports Club and will be subject to Nunawading Gymnastics and Sports Club's privacy policy.

### ***2.14.2 Covert recording from an electronic device***

Nunawading Gymnastics and Sports Club is committed to protecting the privacy of staff, members, contractors, suppliers and members of the public.

As such, Club does not permit photographing or recording images or voices without the written permission of the people involved except

- when authorised using official club devices for the purposes of marketing, athlete performance review or as a communication tool through Nunawading



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Gymnastics and Sports Club's official social media accounts, website or publications, or

- at external competitions. In these circumstances, coaches are permitted to take photos using their own device for the sole purposes of marketing or communication with families. Photos taken must be sent on to the relevant Program Manager then immediately deleted from the device.

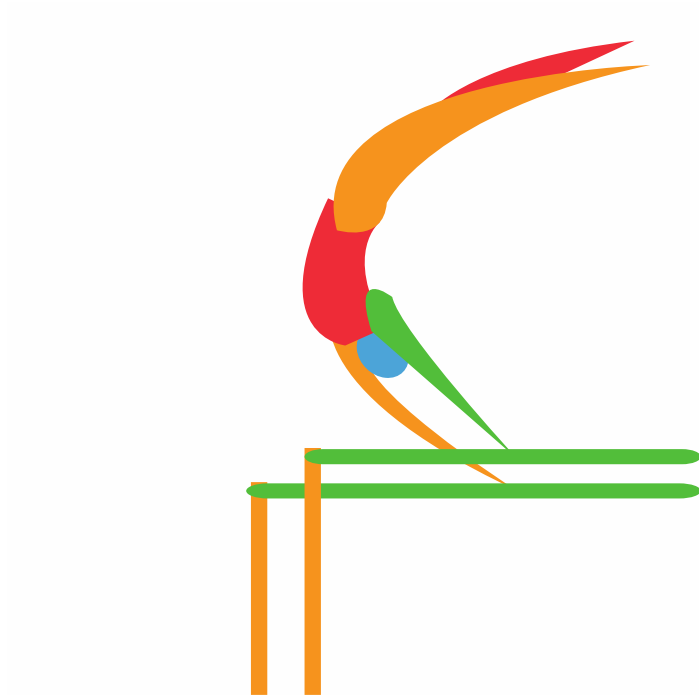
## **2.15 Media Policy**

Staff are not permitted to discuss Nunawading Gymnastics and Sports Club business, provide information, documentation, images or files to the media or freelance media representatives unless prior written approval has been given by the Club Manager.

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## 3. Recruitment & Selection

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### **3.1 Eligibility to Work in Australia**

Employers are legally obligated to ensure employees are eligible to work in Australia. It is considered a criminal offence for a person, either knowingly or recklessly, to allow an illegal worker to work, or refer an illegal worker for work with another business.

Nunawading Gymnastics and Sports Club requires that applicants provide documentation to evidence their Visa including any restrictions imposed on their Visa, Australian citizenship or permanent residence status as follows:

#### **3.1.1 Australian citizens**

Valid Australian Passport

or;

1. Australian Citizenship certificate, Certificate of Evidence of Citizenship or Australian Birth Certificate (extract or full copy); and
2. Valid overseas Passport or Australian driver's licence to confirm photo identity.

#### **3.1.2 Australian visa holders & Permanent Residents**

1. Visa label (including restrictions); and
2. Valid overseas Passport to confirm photo identity of the visa holder.

If the applicant cannot provide suitable documentation, no employment offer can be made.

### **3.2 Employment of Relatives**

The employment of relatives is permitted provided that that person has all the necessary skills, competencies and attributes required for the position, and is the best person for the job.

Employees are required to declare any personal relationships upon commencement of employment with Nunawading Gymnastics and Sports Club.

### **3.3 Qualifying Period**

It is important that both permanent employees and Nunawading Gymnastics and Sports Club are happy with their long-term fit with the organisation. To allow both parties to be sure, the first six months from commencement of employment will be applied as a qualifying period as prescribed by the Fair Work Act 2009.

This period is a time for learning the tasks involved with the employee's job, as well as becoming familiar with Nunawading Gymnastics and Sports Club's services. During this period, Managers will evaluate the employee's suitability for on-going employment. If, during

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this period, work habits, attitude, attendance or performance do not meet Nunawading Gymnastics and Sports Club's needs, the Club may terminate the employment arrangement with one week's advance notice in writing or payment of salary in-lieu thereof.

### **3.4 Work Experience Students**

Nunawading Gymnastics and Sports Club supports the work experience student program and may offer placements to work experience students. To be eligible for work experience, students must be 15 years or older, and must have adequate insurance cover provided through their current school.

Approval to offer work experience placements must be obtained from Nunawading Gymnastics and Sports Club Manager.

Nunawading Gymnastics and Sports Club contact person should:

- Draw up a timetable for students before they arrive, setting out proposed activities for each day and identifying the people who will supervise them at different times.
- 'Induct' the student into the organisation by:
  - Providing the student with an overview of the organisation;
  - Familiarising them with workplace rules and procedures;
  - Ensuring instruction in safety and welfare issues specific to their area is undertaken;
  - Explaining emergency procedures and identify emergency exits;
  - Outlining expectations.
- Ensure that the student is supervised at all times.
- Arrange for a staff member from their area of work to be rostered to be with the student each lunch time.
- Try to ensure the student undertakes 'meaningful work' such as a project or contribution to a useful task/s as appropriate to their interests and level of capability.

### **3.5 Privacy**

#### ***3.7.1 Employee Data/Information***

Nunawading Gymnastics and Sports Club undertakes to observe State and National legislation regarding the collection, management, control and protection of employee information required for employment purposes.

While confidentiality of personal information will be maintained wherever possible, as is reasonably practical, employees are advised that personal employee information/data held may need to be forwarded to inspectors, regulatory agencies, courts and tribunals if required by law or other persons/organisations for business

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purposes such as insurers, medical or occupational practitioners, financial and legal advisers, law enforcement bodies and/or potential purchasers on sale of business.

If employee information/data is used for purposes not related to employment, employees may have rights under applicable privacy legislation such as

- Awareness on how information about them is collected and used.
- The ability to request a copy of the information held about them.
- The ability to request that the data held about them be removed or changed.

### **3.5.2 Recruitment**

Unsuccessful applicants may have the right under applicable legislation, to access their file at any stage, including (in some cases), a written record of any reference checks. Applicants may also have the right to have their information removed at any time.

In such case, if applicant details are maintained on file for future opportunities, verbal or written permission from the applicant should be obtained and the application filed in a secure place.

### **3.5.3 Member /Information**

In accordance with club governance and policy rules, employees must not contact members and their family members outside working hours through private communication channels under any circumstances unless authorised by Nunawading Gymnastics and Sports Club in writing.

## **4. General Employment Conditions**

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## **4.1 Hours of Work**

The ordinary hours for permanent full-time staff shall be 38 hours per week or 76 hours per fortnight averaged over four weeks plus reasonable additional hours as stated in the Fitness Industry Award.

Permanent part-time staff shall be engaged on fewer than 38 hours per week. Casuals will be engaged on an hourly basis.

### **4.1.1 Rosters**

Hours of work may need to be changed from time to time to suit the requirements of Nunawading Gymnastics and Sports Club. If this is required, consultation will take place with the employee/s involved and relevant notice periods provided of any such change in accordance with the Fitness Industry Award.

This provision shall not apply in the event of equipment breakdown or unexpected events (i.e. flooding, storm, power failure, stand down) where rosters can be changed without notice.

### **4.1.2 Casual Conversion**

Some casual staff members may be eligible for conversion to permanent employment.

Casuals who may be eligible to apply for conversion are those who have worked a regular pattern of hours for at least six months which, without significant adjustment, the employee could continue to perform on an ongoing basis as a permanent full-time or part-time employee.

Conversion requests must be in writing in accordance with the Fair Work Act and Fitness Industry Award.

If the conversion request is accepted, the employees current casual pay loading will be removed and a permanent employment contract provided to confirm the change in employment terms.

## **4.2 Meal & Rest Breaks**

In accordance with the Fitness Industry Award, employees are entitled to take:

- An unpaid meal break(s) every 5 hours of between ½-1 hour duration as having regard to operational needs;
- Tea breaks in accordance with the Fitness Industry Award.

## **4.3 Overtime**

Employees may be required to work reasonable additional hours from time to time outside standard core or rostered hours. The terms relating to working additional duty will be stated in the employees employment agreement.

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#### **4.3.1 No entitlement to overtime**

Some staff are paid a loaded salary and therefore not entitled to receive payments or time-in-lieu for additional duty. This will be stated in their employment agreement.

#### **4.3.2 Entitlement to overtime**

Some staff are eligible to receive additional benefits for working additional hours, for example as follows

- To meet a critical deadline which may be unforeseen and not part of regular duties
- To attend events that are outside core hours such as meetings, conferences, competitions, training sessions, promotional events and so on.

In such cases, the requirement to work additional time must be approved in advance by the Manager prior to working the additional hours.

Overtime cannot be claimed for unauthorised extra duty or additional hours worked due to an employee's personal choice and preference. For example

- Arriving early or leaving late, or splitting shifts for personal reasons
- Not taking work breaks
- Poor time management, productivity, scheduling or prioritisation of work tasks

Authorised overtime shall be recorded on timesheets and paid/taken as follows as stated in the employment agreement.

1. Overtime paid at the overtime rate stated in the Award and recorded on timesheets; or
2. Overtime taken as time-in-lieu in accordance with the clause below.

#### **4.3.3 Time in lieu of overtime**

Some staff will be able to take time in lieu of overtime.

In such case all overtime worked will be recorded weekly as 'time off in lieu' and signed-off by the manager at single time.

Accumulated time in lieu must be scheduled by the employee as soon as possible, ideally within one month after accrual. However, if agreement cannot be reached to take accumulated time in lieu, leave will be scheduled by the Manager within 3 months following accrual.

However, if operational requirements do not permit the accrued hours to be taken, the overtime hours accrued shall be paid in accordance with the Award or taken at a mutually agreed time.



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#### **4.4 Weekends and Public Holidays**

Penalty rates and/or arrangements for employees who work on weekends or public holidays are outlined in the Fitness Industry Award and/or the staff member's employment agreement.

Public holidays or part-days as gazetted by the respective State Government or as prescribed in any other relevant State legislation, shall be observed by Nunawading Gymnastics and Sports Club.

Part-time staff will not be entitled to public holidays that they would not normally work. The parties may agree to change or substitute public holidays or part-days.

#### **4.5 Volunteer duty**

Nunawading Gymnastics and Sports Club is a community organisation and as such, encourages staff to participate in voluntary club events such as:

- Working Bee
- Social events

Staff attendance at these events while encouraged, is not compulsory, and therefore unpaid.

#### **4.6 Religious Holidays**

Nunawading Gymnastics and Sports Club encourages the value of diversity and will reasonably accommodate requests for religious holiday. Employees should submit their requests well in advance to allow for adequate planning. Leave taken for religious holidays, will be taken without pay or deducted from the employee's annual leave entitlement.

#### **4.7 Remuneration**

Nunawading Gymnastics and Sports Club will remunerate employees in a manner that is fair and that recognises Award rates of pay (where applicable), external market/industry rates of pay for similar roles, the Club's financial position, team and individual performance.

Salaries will be reviewed when

- legislated minimum rates change;
- junior employees have a birthday; and/or
- additional coaching qualifications are gained.

Salaries may be reviewed at other times of the year, for example, when an employee is promoted or when legislated minimum rates change.

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#### **4.7.1 Payment of Wages**

Salaries/wages are paid fortnightly in arrears.

Upon termination, wages will be paid within 7 days following termination except in circumstances where other arrangements are required under employment laws.

#### **4.7.2 Payroll Deductions**

Employees seeking to authorise payroll deductions must specify the payroll deduction in writing plus the period for which the deduction is required to be made.

#### **4.8 Recovery of Overpaid Wages**

In all cases where overpayment has occurred, Nunawading Gymnastics and Sports Club shall, as soon as possible, advise the employee concerned of both the circumstances surrounding the overpayment and the amount involved. Nunawading Gymnastics and Sports Club will also advise the employee of the pay period from which the recovery of the overpayment will commence.

Unless an alternative arrangement is agreed between the employee and Nunawading Gymnastics and Sports Club, if an employee is overpaid wages due to a technological, administrative or similar error, Nunawading Gymnastics and Sports Club will recover the overpaid amount at the next pay period or terms as agreed between the parties if larger amounts are involved.

Where the employee's remaining period of service does not permit the full recovery of an overpayment to be achieved, Nunawading Gymnastics and Sports Club shall have the right to deduct any balance of such overpayment from any moneys due owing to the employee on the employee's date of termination.

#### **4.9 Superannuation**

Nunawading Gymnastics and Sports Club shall during the term of the employment of the employee, make provision for the payment of superannuation in accordance with the requirements of the Superannuation Guarantee Scheme as follows.

In accordance with current requirements, the legislated percentage above of the employee's base salary will be paid into a Superannuation Scheme on behalf of the employee. The employee may select a fund of their own which Nunawading Gymnastics and Sports Club will pay the super into, or if an alternate fund is not selected superannuation will be paid into the Australian Super Fund. Employees must advise Nunawading Gymnastics and Sports Club of their choice of fund when commencing employment by completing the necessary forms.

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Employees may make a written request for additional personal superannuation contributions to be made through salary sacrifice arrangements.

#### **4.10 Flexible Working Arrangements**

In accordance with NES under the Fair Work Act and legislation in some States, eligible permanent and regular casual employees can request a change in their working arrangements if they require flexibility because they;

- are the parent, or have responsibility for the care of a child of school age or younger;
- are a carer (under the Carer Recognition Act 2010);
- have a disability
- are 55 or older
- are experiencing violence from a member of their family, or
- provide care or support to a member of their immediate family or household who requires care and support because they are experiencing violence from their family.

If an employee is the parent of a child or has responsibility for the care of a child and is returning to work after taking parental or adoption leave, the employee may request to return to work on a part-time basis to help them care for the child.

The employee's request must be in writing and must set out details of the change sought and the reasons for the change.

The employee will be given a written response to the request within 21 days, stating whether the request has been granted or refused. If the request is refused, reasons for the refusal will be provided.

If Nunawading Gymnastics and Sports Club refuses a request on reasonable business grounds, it will be open to the Club or employee to suggest a modification to the employee's request that might be more easily accommodated.

Managers and employees are encouraged to discuss their working arrangements and, where possible, reach an agreement that balances the employee's needs with Nunawading Gymnastics and Sports Club's business requirements.

#### **4.11 Stand-Down of Employees**

In the event of a power stoppage, breakdown of machinery, flood, gas leak, explosion, fire, protest activity, terrorist activity, health outbreak/epidemic or stoppage of work by any cause for which Nunawading Gymnastics and Sports Club cannot reasonably be held responsible, affected employees will be assigned to other duties wherever possible.

In the event that employees cannot be usefully employed and are stood-down, employees will have access to annual and long service leave entitlements where applicable. Additional time off work will be unpaid until normal work is resumed.

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If authorised, staff who are able to work from home shall be paid for the hours worked.

#### **4.12 Professional Skills Development**

Nunawading Gymnastics and Sports Club encourages employees to undertake further study or obtain further qualifications to improve their job-related skills.

Employees will be entitled to spend up to \$250 per annum for approved professional development training.

Course approval will be at the sole discretion of Nunawading Gymnastics and Sports Club and authorised by Nunawading Gymnastics and Sports Club Management.

#### **4.13 Staff Discounts**

Nunawading Gymnastics and Sports Club discounts are available to employees as follows;

- 25% off personal training fees
- OR
- 25% off for dependants under 18

#### **4.14 Gymnastics Australia Membership**

It is a mandatory condition of employment that all Nunawading Gymnastics and Sports Club gymnastics coaches will be currently registered as a Technical Members with Gymnastics Australia.

Coaches are expected to ensure their Technical Membership registration is current and up to date.

Coaches are to provide the Nunawading Gymnastics and Sports Club Office with a copy of their GA Accreditation Card and Certificate outlining Coaching qualifications prior to the commencement of the first term of coaching of each year.

Nunawading Gymnastics and Sports Club will pay/reimburse Gymnastics Australia technical membership fees for the following

- Junior employees (refer to the Fitness Industry Award) will receive 100% refund
- Adult employees (refer to the Fitness Industry Award) will receive 50% refund

#### **4.15 Uniforms & Dress Standards**

Nunawading Gymnastics and Sports Club uniform promotes a standard of dress that is designed to enhance the image and professionalism of the Club. As such, all employees will

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be required to be attired in Nunawading Gymnastics and Sports Club uniform during working hours.

#### **4.15.1 Nunawading Gymnastics and Sports Club Wardrobe**

Employees will be issued with a club t-shirt and jumper free of charge appropriate to their role

- Employees working 1 day will receive 1 x t-shirt and 1 x jumper
- Employees working 2 or more days will receive 2 x t-shirts and 1 x jumper

In addition, employees may supplement Nunawading Gymnastics and Sports Club uniform with their own items in Club colours, as follows:

##### Coaching staff

- Sports training shorts or pants (Note: Jeans are not permitted)
- Closed toe sports training shoes
- Socks

##### Administration staff

- Skirts or pants (Note: Jeans are not permitted)
- Stockings or socks
- Non-uniform items shall not be worn over the uniform. However, in colder weather, workforce members are permitted to layer garments under uniform items.

##### When on duty

- Jackets are not worn in a casual manner (i.e. tied around the waist or slung over the shoulder)
- Pant legs are not rolled up to a shorter length
- Polo shirts are to be worn untucked, outside pants
- Hair must be neat and tidy. Long hair should be tied back when coaching so as not to restrict vision.
- Jewellery can be worn as long as it's not a safety hazard to the gymnasts or the employee

Unacceptable workplace attire includes the following:

- Thongs, sandals or casual slip-ons
- Beachwear
- Jeans
- Miniskirts or revealing clothing
- Wrinkled, torn, stained, dirty, patched, ripped or frayed clothing

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- Clothes with slogans or images that could be considered by others as discriminatory, distasteful, insulting or offensive

If you are in doubt as to what shoes, clothing and accessories can be combined with the uniform, please check with your manager.

#### **4.15.2 Personal Grooming**

It is expected that staff should maintain a good standard of personal grooming and hygiene at all times while on duty.

- Hair should be worn in a neat fashion. Coaches should ensure hair does not cover eyes and restrict vision;
- Coaching staff should ensure nails are short so as not to risk injury to gymnasts.

#### **4.15.3 Jewellery & Tattoos**

While jewellery is permitted, visible jewellery, including body piercing jewellery should be discreet, kept to a minimum and reflect the professional image of our Club.

Coaches must not wear jewellery that could be caught, tangled or ripped. A watch or Fitbit may be worn.

Tattoos are acceptable if they do not distract from work duties or negatively detract from a business-like, professional image. Tattoos with graphic pictures or words that may be considered discriminatory, distasteful, insulting or offensive must be covered.

Nunawading Gymnastics and Sports Club reserves the right at any time to reasonably ask employees to cover tattoos or remove jewellery if a complaint has been made. Refusal to comply may result in disciplinary action.

#### **4.15.4 Damaged uniforms**

Nunawading Gymnastics and Sports Club will pay reasonable costs to repair or replace a uniform garment that is lost, stolen or damaged while on duty. The replacement and repair of garments lost, stolen or damaged when not on duty will be the employee's responsibility.

#### **4.15.5 Laundering of uniforms**

The care and maintenance of uniforms is the responsibility of the employee who will be responsible for cleaning, ironing and maintaining of their own uniform in accordance with item care guidelines.

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#### **4.15.6 Uniform returns**

Employees are required to return, in clean condition, all free issue uniforms on termination of employment, or when the employee is no longer permanently occupying a position entitled to that particular uniform.

If a uniform is not returned when an employee leaves Nunawading Gymnastics and Sports Club, or if it is not returned in a satisfactory condition, the employee agrees that the Club may deduct a payment for the whole uniform, or part of the uniform, from the employee's final payment.

#### **4.16 Security of Electronic Equipment & Information**

Electronic information includes any communication relevant to Nunawading Gymnastics and Sports Club that is channelled through Club or personal electronic equipment of any kind including computers, telephones, hand-held gaming and music players, tablets and mobile communication systems.

The use of electronic equipment to channel Nunawading Gymnastics and Sports Club information is a necessary and important to the efficient conduct of our business.

All employees are directly responsible for the security, maintenance and care of Nunawading Gymnastics and Sports Club and personal computer systems and equipment within their control, or of which they have use, that is used for Club communications.

Employees may not take or remove any item of IT equipment from Nunawading Gymnastics and Sports Club's premises for any reason whatsoever without prior authorisation. Such removal of equipment without good reason will constitute a serious misconduct and the offender(s) subject to disciplinary action.

##### **4.16.1 Club-owned equipment**

Depending upon their position with Nunawading Gymnastics and Sports Club, employees may be issued with a Club laptop PC equipment, keys and alarm pin code. The employee will be totally responsible for the safekeeping and security of the equipment and confidential access code information.

A Standard Operating Environment is operated for all Nunawading Gymnastics and Sports Club laptop PC equipment. This standard environment has been defined in order to ensure compatibility of software between employees and to minimise the cost of supporting the IT platform. Employees may only amend or upgrade the versions of software or install additional software on Nunawading Gymnastics and Sports Club PC's with prior written permission from the Club Manager.

All software installed on Nunawading Gymnastics and Sports Club PC's must be fully licensed and authorised in compliance with the law.

The moving, swapping or changing of Nunawading Gymnastics and Sports Club-owned equipment is prohibited without prior approval from the Club Manager.

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Unless alternative arrangements are agreed, all Club-owned equipment must be returned to the Club in the following circumstances

- On the last day of active employment (if notice to end employment has been given)
- After 14 days continuous personal leave (including leave while on workers compensation)
- After 28 days continuous annual or long service leave
- After 7 days continuous unpaid leave
- If a home based work arrangement is agreed/for more than 14 continuous days is agreed
- If recalled by Nunawading Gymnastics and Sports Club for any other reason

#### **4.16.2 Software**

Nunawading Gymnastics and Sports Club has selected application programs for the standard desktop based on business needs as well as on the software's ability to run efficiently and safely. Using unauthorised, pirated, copied, counterfeited or otherwise non-approved software, including software from electronic billboards, may introduce a virus or otherwise endanger the integrity of the system or network.

For this reason, Nunawading Gymnastics and Sports Club does not sanction or support the addition of non-approved software or equipment.

An employee who breaches this policy will be subject to disciplinary action.

#### **4.16.3 Copyright**

Nunawading Gymnastics and Sports Club policy is to respect the software and copyrights of others to the same degree that we expect others to respect our copyrighted materials and software. Employees and contractors must not duplicate, sell, or distribute any copyrighted materials of any other Nunawading Gymnastics and Sports Club without proper authorisation. Under Australian copyright law, unauthorised duplication of software can expose a Nunawading Gymnastics and Sports Club and individuals to very expensive fines, together with a possible jail term and claims for civil damages.

Nunawading Gymnastics and Sports Club is committed to ensuring full compliance with the law on this matter and expects employees to comply with these laws.

#### **4.16.4 Security of Information**

Access to Nunawading Gymnastics and Sports Club's computer files is limited to those who have a reasonable need to access the information. All employees who use the computer system will be held accountable for any and all activities logged to their computer security ID's.

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Passwords must be used on any Nunawading Gymnastics and Sports Club or personal communications device that may be used to communicate Club information or data.

If other staff members will need to access emails and documents during a period of absence, please consult your manager to confirm organisational security protocols to forward or share files.

If an employee believes that his/her password has become known to others, then the onus is on the employee to apply for a new one.

The following is considered to be a breach of security:

- Sharing ID's and/or passwords (this applies to both the employee who loans the ID/password and the employee who uses such information).
- Accessing Nunawading Gymnastics and Sports Club data when it is not required in the role.
- Disclosing Nunawading Gymnastics and Sports Club data or information to other individual or organisation when it is not required in the role.
- Introducing malicious programs into the network or server (e.g. viruses, worms, Trojan horses, e-mail bombs, etc).
- Destroying, deleting, incorrectly changing or appropriating computer data without good reason and prior authorisation.
- Providing information about, or lists of, Nunawading Gymnastics and Sports Club employees, members or business partners to external parties.
- Unauthorised, inappropriate communications (anonymously or otherwise) to external bodies or on external communication forums about sensitive, private or confidential organisational matters (e.g. communicating information or soliciting discussion regarding work colleagues, the merits of upcoming or released products or organisation policies or decisions).

#### **4.17 Club Facilities**

Nunawading Gymnastics and Sports Club facilities are not to be used for any other purpose other than for approved business activities.

#### **4.18 Stand Down**

In the event of a power stoppage, breakdown of machinery, flood, gas leak, explosion, fire, protest activity, terrorist activity, health outbreak/epidemic or stoppage of work by any cause for which Nunawading Gymnastics and Sports Club cannot reasonably be held responsible, or if directed to close (or partly close) by a government authority, staff will be stood down without pay in accordance with existing legislation if they cannot be usefully employed.

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If suitable and authorised, staff who able to work from an alternative location (i.e. home) shall be paid for the hours worked.

Permanent employees may be able to access to annual and long service leave entitlements where applicable, otherwise leave without pay will apply until normal work is resumed.

During a legislated stand-down situation, leave benefits will continue to accrue.

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## 5. Occupational Health & Safety

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## 5.1 Policy Overview

Nunawading Gymnastics and Sports Club is committed to provide a working environment for employees and visitors that is both safe and healthy. To meet these objectives, Nunawading Gymnastics and Sports Club seeks to:

- Provide, so far as is practicable, workplaces, materials, equipment and systems of work, information, instruction, training and staff supervision, that are safe and without risks to the physical or psychological health, safety and welfare of our staff and all other persons, including volunteers, contractors and members of the public, who may visit our premises.
- Co-ordinate staff induction and ongoing training in relation to OHS matters.
- Support on-going assessment and review of business operations and work procedures to assess and minimise physical and psychological risks.
- Maintain an accurate register of injuries to keep track of workplace injuries and illnesses.
- Consult with employees regarding OHS issues affecting them.
- Provide the necessary protective equipment where necessary, to ensure the well-being of employees.
- Meet statutory obligations.

To help us achieve our OHS objectives, Managers are required to:

- Assist in developing safety procedures and standards specific to the operating needs of their team
- Support and promote Nunawading Gymnastics and Sports Club health and safety awareness and education programs
- Ensure reporting staff, volunteers and contractors comply with workplace health and safety requirements
- Take all practicable measures to ensure that the workplace under their control is safe and without unacceptable risks to health and the behaviour of all persons in the workplace is safe and without unacceptable risks to physical or psychological health
- Ensure that tools, equipment, materials and systems of work conform to relevant legislation and required standards and are used in the appropriate manner
- Regularly inspect the worksite to identify, measure and review existing and potential hazards and minimise risks
- Investigating and following through on suggestions that will enhance a safe environment
- Detect and correct any unsafe or unhealthy conditions or behaviour
- Investigating all accidents and documenting the accidents with written reports
- Communicating all safety concerns to the Club Manager

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- Report all problems outside their control, together with any recommendations for remedial action, to the Club Manager or other appropriate person for correction
  - Inform, train and supervise reporting staff to ensure they can work safely and without health risks

Employees are required to:

- Cooperate & actively participate in Nunawading Gymnastics and Sports Club's OHS program including participation in safety training
- Ensure work is carried out safely and efficiently at all times
- Adhere to Nunawading Gymnastics and Sports Club safety policies and procedures at all times. If employees breach safety standards they may jeopardise their continued employment at Nunawading Gymnastics and Sports Club
- Involve themselves in discussions of a resolution of occupational health and safety issues
- Not interfere with, or remove any safety guards, safety devices or protective equipment provided by the employer
- While at work, take reasonable care for the health and safety for people who are at the employee's place of work and who may be affected by the employee's acts or omissions at work
- Promptly report all hazards or potential hazards to your Manager and/or safety representative/Manager as soon as you are aware of them
- Inform their manager of any existing or potential risks that they are unable to personally eliminate
- Promptly report all accidents and incidents to their manager that involve personal injury, damage to property, or near misses
- Use all safeguards and safety devices provided for safety purposes
- Not recklessly interfere with, misuse safety equipment that is provided, or render any safety device ineffective
- Keep staff kitchens, fridges, microwaves and other facilities clean and tidy
- Ensuring OHS compliancy if working from home

Employees who are uncertain of any workplace hazard or OHS requirement must report this to their manager who will make arrangements for further instruction or training.

## **5.2 Psychological Safety and Well-Being**

Nunawading Gymnastics and Sports Club seeks to establish a safe and tolerant workplace that promotes a psychologically healthy and supportive environment for all employees.

Employees who feel their work performance and/or attendance is (or may) suffer due to a personal matter should consult their manager or One-up Manager. Conversations of a

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private nature will be kept confidential wherever possible and only shared on a need-to-know basis.

It is important for staff members facing personal difficulties to discuss their concerns with their manager so that the parties can consider a range of options, as reasonable practical, to support the staff member during this period.

To meet these objectives, Nunawading Gymnastics and Sports Club seeks, as far as is reasonably practicable to:

- Encourage employees to speak openly about their mental health and psychological well-being so that support options can be considered.
- Monitor the workplace to identify and reduce mental health hazards and risks.
- Monitor levels of sickness absence including stress-related illness.
- Ensure employees are provided with adequate resources and training required to effectively carry out their job.
- Monitor workloads and working hours to ensure that employees are not overloaded.
- Encourage staff to take adequate rest and recreation leave breaks.
- Ensure conversations of a private nature are kept confidential and only shared on a need-to-know basis, wherever possible.
- Facilitating leave arrangements for any required appointments
- Ensuring staff will not be disadvantaged or discriminated against by reporting their situation

Employees also have a responsibility to take reasonable care of their own mental health and wellbeing and to contribute to providing a mentally healthy and supportive environment for other employees by

- Speaking to their manager or One-up Manager if they feel their work performance and/or attendance is suffering (or may suffer) due to a work-related or personal matter.
- Seeking help from their manager or One-up Manager if experiencing personal mental health symptoms, such as depression, anxiety, stress etc.
- Taking adequate rest and recreation leave breaks.
- Accepting recommendations to seek professional help and/or counselling.
- Raising issues of concern with their manager if they feel another staff member is likely to, or may be experiencing mental health difficulties or psychological trauma.

Club may jointly develop a Personal Situational Plan to support employees who are known to have mental health problems, or who are experiencing stress outside work. The Plan may

- List important internal and external contacts
  - Describe a safe working environment for the employee
  - Identify mental health triggers
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- Confirm appropriate behavioural responses in specific situations
  - Confirm agreed communication processes
  - Describe escalation or crisis/emergency management steps

### **5.2.1 Counselling support**

Depending on the nature of the issue, Nunawading Gymnastics and Sports Club may provide support to employees dealing with a personal crisis impacting their work. Such support may include:

- Temporary change in working hours
- Leave to attend scheduled appointments
- Counselling support

## **5.3 Fitness for Work**

It is expected that employees maintain an adequate level of physical fitness to undertake their role with Nunawading Gymnastics and Sports Club. Employees must comply with any Nunawading Gymnastics and Sports Club request to undertake a medical fitness risk assessment to confirm ongoing capacity and fitness for work. Such assessment will be paid for by the Club.

## **5.4 Building Security**

At Nunawading Gymnastics and Sports Club, we believe security is the responsibility of all employees. Our policy therefore puts great emphasis on reporting of incidents as they occur or are about to occur. Everyone should be conscious of the need to be actively involved in preventing security violations. All security problems and violations are to be addressed in a constructive and preventative manner.

Nunawading Gymnastics and Sports Club has security systems installed to ensure the protection of employees and safekeeping of assets and equipment. It is essential that employees follow the relevant procedures and abide by the following:

- Do not leave any doors or windows open or unlocked. Remember to check prior to departure every evening;
- Make sure that cupboards, filing cabinets and storage areas are kept locked, with only appropriate staff access;
- Laptops are to be either taken home or locked away at the end of each work day;
- Ensure that all PC's and PC monitors are closed down and switched off properly after use. The only exception to this is the server, which remains on at all times;
- Do not allow strangers to access office areas without appropriate identification i.e. name and Nunawading Gymnastics and Sports Club details or without an

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appointment. Where needed, direct visitors to a waiting area and advise the person with whom they have an appointment to meet them there;

- When you see anything of a suspicious nature, contact your Manager;
- Correspondence, disks, etc. containing confidential information should be put away when not in use overnight;
- Desks should be cleared at the end of each working day, not only does this help with professionalism, it helps with security;
- Passwords are your keys for access to information. You are accountable for anything done with your password. It is IMPORTANT you take the appropriate steps to protect it.

Please advise your Manager of any breaches or potential breaches in security.

## **5.5 Responsibilities of Sub-Contractors**

All contractors engaged to perform work on Nunawading Gymnastics and Sports Club premises or locations are required, as part of their contract, to comply with the occupational health and safety policy, programs and procedures of the Club. They must observe directions on safety and health from designated employees of Nunawading Gymnastics and Sports Club. Failure to comply or observe a direction will be considered a breach of contract and sufficient grounds for termination of the contract.

## **5.6 Hazard Notification**

If you observe something that you think is dangerous tell your Manager immediately and fill in a Hazard Report Form (available from the office).

You will be informed of the solution and resolution of your issue.

## **5.7 Injury Management**

### ***5.7.1 Injury notification***

No matter how minor, if an employee is injured at work, or falls ill due to injury at work, the employee must immediately complete an Incident Notification Form and lodge it with their Manager.

If the injury is serious the injured person must not be moved before examination by an employee who has a first aid certificate.

Nunawading Gymnastics and Sports Club undertakes to investigate reported accidents or dangerous occurrences using the Incident Investigation Report Form. The report will be completed by Nunawading Gymnastics and Sports Club Return to Work Coordinator, in conjunction with the employee/volunteer/contractor involved.

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### **5.7.2 Workers compensation**

An injured employee has the right to lodge a claim for workers compensation. To do this, the employee will need to consult an accredited medical practitioner as soon as possible who will provide a medical certificate in the approved format which the employee must submit to the OHS Manager.

Failure to report injuries or illness may result in a delay or denial of workers' compensation benefits.

### **5.7.3 Return to work**

Rehabilitation programs may be managed in accordance with the relevant legislation and regulations, through the appointed Nunawading Gymnastics and Sports Club Return to Work Coordinator.

When an injury/illness occurs, Nunawading Gymnastics and Sports Club will ensure early intervention and encourage the development of a rehabilitation plan. This is important in order to minimise incapacity and to restore injured workers to their fullest physical, psychological, social and vocational capabilities as soon as possible.

Nunawading Gymnastics and Sports Club undertakes to provide appropriate facilities should an injury or accident occur in the workplace, and ensure staff are assisted to make a speedy and safe return from injury to the workplace.

Ill or injured employees will be involved in and informed of all arrangements for their rehabilitation including consultations with their treating doctors and rehabilitation providers. The employee's right to confidentiality of personal medical information will be respected at all times.

Injured employees are expected to make every reasonable effort to participate in an approved rehabilitation program. It is also expected that Managers and colleagues of injured employees take active involvement in the rehabilitation process.

## **5.8 First Aid**

### **5.8.1 First aid qualifications**

Administration staff and coaching staff above intermediate level are required to have a current first aid and CPR certificate.

First aid accreditation training is offered annually to all staff by Nunawading Gymnastics and Sports Club.

### **5.8.2 Administering first aid**

Coaches are not to administer medication to gymnasts, unless authorized in writing by the parent or legal guardian of the gymnast.

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Only coaches with first aid qualifications can provide assistance to injured gymnasts.

Please ensure

- All first aid administered to a minor must be undertaken by two first aid qualified staff members or alternatively, with another staff member present.
- Blood on mats and equipment is immediately cleaned and disinfected. Bloodied paper towels, rubber gloves etc. must be wrapped in two plastic bags before placing in the bin.
- An incident report is completed for all incidents requiring first aid or medical attention.

For more serious injuries, please immediately contact the Duty First Aid officer.

### **5.8.3 First aid supplies**

First Aid supplies will be available at Nunawading Gymnastics and Sports Club's offices and accessible to all employees. The site OHS Representative will ensure supplies are checked regularly to ensure the kit is fully stocked. Report any missing or incomplete first aid supplies to the Manager.

## **5.9 Fire Prevention**

Firefighting equipment shall be conspicuously located, accessible and inspected periodically, and maintained in operating condition.

All employees must be fully aware of where equipment is located and how to operate such equipment in the case of a fire. An employee must only attempt to extinguish a fire if it is small (no larger than a wastebasket).

Employees who are unfamiliar with firefighting equipment and operation must report this to their Manager who will make arrangements for further instruction or training.

To prevent fire, all staff must ensure that:

- Passageways, emergency exits and the space around fire equipment must be clear at all times.
- Waste paper, packaging, old rags and other fire hazards must always be removed.
- Electrical appliances such as the stove and kettle are switched off when the last person leaves the offices.
- Computers and monitors are turned off when an employee has finished work.
- Cracked, frayed or broken electrical cords or plugs must be replaced, and any faulty equipment must be reported to the Manager.
- Air circulation space exists around heat producing equipment (e.g. photocopiers and computers).

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- Electrical leads or cords must not run across doors or walkways, or pinched behind or under furniture.
  - Power outlets or extension boards must not be overloaded.
  - Escape stairs and exit doors must not be locked, blocked or propped open.
  - If an appliance or item of equipment smells or gives off smoke, it must be turned off, unplugged and not used again until it has been checked by a qualified technician.

If a fire occurs, employees must:

- Sound the alarm and call the fire brigade, no matter how small the fire
- Leave the area, closing doors (this will help to limit the spread of fire and smoke).
- Follow the emergency plan.
- Crawl low to the ground if smoke is present. (Air is clearer near the floor).
- Use the back of your hand to test for heat before opening any door (a burn to the back of the hand is less incapacitating than one to the palm). If the door is hot, do not proceed. If the door is cool, open it cautiously.
- Congregate outside building until names have been noted and employees are given further directions from the Fire Warden.

## **5.10 Emergency Evacuation Procedures**

Building emergency procedures will be reviewed regularly.

Evacuation procedures are outlined on staff notice boards. All staff are required to familiarise themselves with emergency procedures specific to their location.

## **5.11 General Workplace Safety**

Employees must be made aware of the following basic safety rules and apply these rules towards ensuring a safe working environment:

- Do not leave items that do not belong on the gym floor, in aisles, walkways, stairways, work areas or passages;
- Back injuries are common and painful with the injury often having lasting effects. Use correct manual handling techniques when moving equipment, heavy objects and boxes. Always ask for help if needed;
- Combustible scrap, debris, and rubbish must be removed from the work areas at regular intervals;
- Do not carry more in your arms than you can see over or around;
- Report or clean up spills immediately;
- Ensure correct posture and adequate breaks when using computers;

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- Ensure desk, chair and computer meets the required standards and positioning to reduce potential for eye strain and posture injury;
  - Wear prescription eyewear when operating computers to reduce eye strain;
  - Report damaged floor coverings such as carpets or tiles immediately;
  - Do not run electrical cords under rugs or across aisle ways;
  - Equipment rooms (mechanical, telephone, electrical) must not be used as storage areas.

### **5.12 Extreme Weather Policy**

The gym will be carefully monitored and adapted accordingly in conditions of extreme temperatures.

If staff are not required, they will be notified not to attend the workplace as soon as the facts can be established, and no later than two hours prior to the commencement of their shift, wherever possible.

Casual staff will not be paid for shifts that have been cancelled or postponed.

If a shift is cancelled when undertaking work, casuals will be paid a minimum of 1 hour, or the duration of the shift worked, whichever is the greater.

Permanent staff who are not required to work due to extreme weather may be:

- Directed not to attend work
- Sent home
- Asked to work from home if practical, and/or
- Requested to access time-in-lieu

### **5.13 Manual Handling**

Nunawading Gymnastics and Sports Club will, so far as is reasonably practicable, protect people at work against musculoskeletal disorders caused by manual handling in accordance with current legislation.

Manual handling is any activity requiring the force exerted by a person to lift, push, pull, carry or otherwise move, hold or restrain any object which involves any of the following actions:

- Repetitive or sustained awkward posture;
  - Repetitive or sustained movement;
  - Application of high force;
  - Exposure to sustained vibration; or
  - Manual handling of unstable or unbalanced loads or loads which are difficult to grasp or hold.
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All employees must:

- Familiarise themselves and comply with Nunawading Gymnastics and Sports Club manual handling policies, procedures and instructions.
- Participate in training when required
- Immediately report any injury associated with manual handling to your Manager
- Immediately report possible or actual manual handling risks to your Manager.

## **5.14 Gymnasium and Coaches Rooms**

### ***5.14.1 Gymnasium***

Staff siblings/dependents/partners are not permitted on the gymnastics floor unless they are registered and attending a class. This includes staff/coaches with young dependents having a parent/gymnast/friend looking after the dependent in the gymnasium or vicinity of training.

The following is not permitted in the gymnasium area.

- Food (including chewing gum) except during rostered food breaks
- Drink (except for water and sports drinks)
- Mobile phones when coaching

Before departing the gym floor:

- Return all borrowed items to their correct location
- Ensure that the gym is packed up, clean and tidy at the end of the night. Please check timetables for highlighted apparatus. If you are the last person on this apparatus for the night and must pack it up before you leave.

## **5.15 Kitchen Safety**

All employees are responsible to ensure safety for themselves and others when using kitchens and lunchrooms as follows.

- Do not leave equipment, materials or documents in kitchen areas.
- Combustible materials, debris, and rubbish must be removed from the work area at regular intervals.
- Clean spills immediately.
- Report damaged floor coverings immediately.
- Do not run electrical cords across benchtops or floors.
- Exercise caution when using kettles, urns, microwaves, ovens, coffee machines or stovetops.
- Equipment is periodically checked and maintained.

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- Ensure hazards are clearly labelled.
  - Ensure chemical hazards are safely stored, clearly labelled and employees using them are trained in their use.

To avoid bacteria and to ensure the comfort of all employees, staff using common meals areas must ensure

- common areas and food preparation surfaces are left clean and tidy;
- food preparation equipment, supplies and utensils are clean, well maintained and replenished when needed;
- food is regularly discarded when out of date or no longer safe;
- hands are washed before and after handling food to be shared;
- clean utensils are provided when handling shared food (i.e. tongs);
- if food is being prepared for other people, ensure that appropriate clothing is worn, including gloves and hairnets, and that any open wounds are covered with sterile strips, e.g. Band-Aids;
- hot food is either kept hot or reheated to avoid the risk of contamination;
- cooked foods are kept separate from raw or uncooked foods, particularly during food preparation, and that different utensils are used for each;
- soiled cutlery and crockery are immediately placed in the dishwasher (where available) or washed with hot water and put away;
- cleaning equipment that regularly gets wet, e.g. mops, cloths and dishwashing brushes, are thoroughly washed and dried after each use; and
- bins and food storage areas are free of flies and vermin.

### **5.16 Hazardous Chemicals**

Hazardous chemicals may only be used after taking into account the degree of risk involved and the operational and economic effects of substitution with less hazardous materials.

Hazardous chemicals will be labelled and the level of risk assessed. A register of all hazardous chemicals in Nunawading Gymnastics and Sports Club will be maintained. Employees must speak to their Manager and receive adequate training or instruction before using any hazardous material.

### **5.17 Attending work if unwell**

Employees who are unwell should not attend work if there is a risk of transmitting illness to others. If this cannot be avoided, or in exceptional circumstances, unwell employees should minimise time at work and take proper precautions including frequent hand washing/hand sanitizing and wearing a face mask. Unwell staff should avoid close contact with others and refrain from using common areas including meeting rooms and kitchens.

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Nunawading Gymnastics and Sports Club recognises the importance of flexible work arrangements in the successful achievement of corporate objectives and the different responsibilities and obligations which staff have outside the workplace. As a result, Nunawading Gymnastics and Sports Club is committed to ensuring that work practices balance both Nunawading Gymnastics and Sports Club's objectives and the individual circumstances of its staff.

### **5.18 Safe Driving**

Employees are responsible to ensure safe and sensible driving practices in order to protect themselves and others from trauma and injury. Thus all road rules and signs must be observed.

Written parental permission must be obtained before transporting children.

Hand held telephones and electronic devices must not be used when driving vehicles.

### **5.19 Working Alone**

If an employee is expected to work alone, Nunawading Gymnastics and Sports Club will

- Identify whether specialised training is required for any of the tasks
- Confirm communication arrangements
- When arriving at work
- When departing work
- When arriving/departing work in different locations
- During work e.g. phone contact every 2 hours
- When absent
- If injured
- In an emergency situation
- If contact is not possible due to work circumstances
- If contact is not successful e.g. due to emergency or unexpected factors
- Determine arrangements for site visits

Employees working work alone will

- Communicate with their manager as soon as possible if specialised training is required to perform any of the tasks
- Comply with communication procedures required by Nunawading Gymnastics and Sports Club
- Comply with all safety and emergency procedures as requested by Nunawading Gymnastics and Sports Club

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## **5.20 Medical Information**

To ensure the health, safety and wellbeing of all staff, please inform Nunawading Gymnastics and Sports Club if you:

- currently take medication that could be affect your wellbeing or the wellbeing of others in the workplace and/or in an emergency situation;
- if you are undergoing treatment on a regular basis (daily, weekly, monthly) that may affect your ability to attend or perform your current role; or
- have contracted any infectious disease or illness.

In such cases, please also provide information regarding any adjustments you may need to perform the genuine and reasonable requirements of your role.

Please be assured that any personal medical declaration will be treated confidentially. Nunawading Gymnastics and Sports Club undertakes to make reasonable adjustments as is practical to ensure employment can continue wherever possible.

## **5.21 Home Based Work**

### ***5.21.1 Objectives***

Working from home is a practice which may be implemented on an ad hoc, short term or longer term option in a range of situations including

- Where personal circumstances (i.e. health, carer duties) may prevent a staff member from travelling to the workplace.
- In a stand down or emergency situation whereby work cannot be undertaken at the usual workplace location/s.
- In response to a legislated flexible working request.
- If requested by Nunawading Gymnastics and Sports Club.

As far as practicable, Nunawading Gymnastics and Sports Club is committed to accommodating requests for home based work (HBW) where compliance with the request would not adversely affect organisational or team outcomes and where such requests are made for valid personal or organisational reasons.

### ***5.21.2 Requesting Home Based Work***

All working from home arrangements including ad hoc or infrequent arrangements must be approved before HBW can be undertaken.

Employees seeking to work from home must apply in writing to their manager stating the reasons for their request and the desired duration of the arrangement.

If Nunawading Gymnastics and Sports Club requires an employee to work from home, employee agreement will be required, except in a legislated stand down situation where employees may be directed to work from home or from another location.

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### **5.21.3 Approval Process**

The manager will consider the application and respond to the request in writing. Several factors will be taken into account when considering a request for HBW including:

- Impact of the arrangement on the frequency and quality of work outputs.
- Employee availability, responsiveness and impact on team members, customers and external stakeholders.
- Whether the inherent duties of the role can reasonably be undertaken and adequately supervised from a home based work site.
- Whether the home based site is suitable for work (i.e. can reasonably accommodate technological, OHS and security requirements).
- Costs associated with setting up the home based working environment.
- Employee agreement for Nunawading Gymnastics and Sports Club rights to periodically access the home based site.
- If the arrangement is requested due to medical/disability reasons inhibiting attendance at work, Nunawading Gymnastics and Sports Club may request a medical certificate stating that the staff member is able to work safely from home.
- Working from home arrangements will generally not be considered suitable in situations including when
  - The work requires frequent or direct supervision or monitoring;
  - The work involves collaboration, teamwork, joint decision making, daily face-to-face contact with others;
  - The work involves specialised equipment, technologies and/or processes;
  - The home environment requires increased levels of security that is difficult to establish and/or control;
  - The working arrangement is likely to negatively effect employee or team availability, effectiveness, performance, productivity or service delivery.
  - The work or working arrangement requires unreasonable modification, upgrade and/or expenses to meet business, team, safety and or security needs.
- The decision as to whether or not to approve a request to work from home rests ultimately with the executive team, following a recommendation from the staff member's manager.

### **5.21.4 HBW Agreement**

If a HBW arrangement is accepted in principle by Nunawading Gymnastics and Sports Club, full acceptance will be subject to finalisation of a written comprehensive HBW agreement between staff and the manager.

This agreement will outline

- 
- Duration of the arrangement
  - Role requirements including working hours, communication and supervision requirements
  - OHS requirements
  - Security requirements
  - Provision, repair and retrieval of club equipment
  - Insurance cover
  - Site inspection requirements
  - Review and termination procedures, and
  - Other relevant provisions.

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## 6. Leave Entitlements

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## **6.1 Leave**

Nunawading Gymnastics and Sports Club recognises that regular holidays are essential to the health and wellbeing of our employees.

Nunawading Gymnastics and Sports Club will provide leave to permanent employees for their rest and recreation, illness, injury or to meet personal needs. Apart from leave taken for reasons of pressing domestic necessity or illness, leave should generally be taken after having given adequate notice and only if working commitments can be met.

The following leave provisions do not apply to casual employees unless expressly stated.

## **6.2 Applying for Leave**

Except for personal/carers leave or where expressly stated, all leave must be applied for in advance - at least four weeks prior to the commencement of the leave. The request for leave must be approved by the employee's Manager. For short periods of leave i.e. less than five days' consecutive leave - at least seven day's notice must be provided.

## **6.3 Annual Leave**

Employees are entitled to four (4) weeks annual leave for each year worked in accordance with relevant legislation.

Annual leave is accrued progressively on a pro-rata basis.

Employees must request leave in writing. Granting of leave will be subject to approval once operational needs are taken into consideration.

Unused annual leave is paid out upon termination.

### ***6.3.1 Annual leave loading***

Any entitlement to annual leave loading under the relevant Award has been absorbed into staff wage rates in accordance with the employee's employment agreement.

### ***6.3.2 Cashing in annual leave***

Leave may be cashed out by written agreement in accordance with the Fitness Industry Award.

### ***6.3.3 Excessive annual leave***

If annual leave has accumulated to more than 8 weeks, Nunawading Gymnastics and Sports Club may direct an employee to take a period of annual leave in accordance with provisions in the Fitness Industry Award.

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#### **6.3.4 Annual leave in advance**

Leave may be taken in advance by written agreement between the parties in accordance with the Fitness Industry Award.

#### **6.3.5 Public holidays falling within annual leave**

If a public holiday falls within an employee's annual leave, and is on a day which would have been an ordinary working day for the employee, then extra time equivalent to the public holiday will be added to the employee's leave.

#### **6.3.6 Close down**

Nunawading Gymnastics and Sports Club may close over the Christmas New Year or another nominated period in accordance with the provisions in the Fitness Industry Award.

In such case, the following options will be considered to cover the close down period as agreed between the parties

- Accrued annual leave
- Annual leave in advance
- Banked time-in-lieu
- Leave without pay

### **6.4 Personal Leave**

Personal leave combines sick leave and carer's leave.

Full time employees shall accrue 10 days per annum paid personal leave for each completed year of service.

Part-time employees will be eligible for the above on an equivalent pro-rata basis.

Untaken personal leave accumulates from year to year. No payment for unused personal leave will be made following resignation or termination.

#### **6.4.1 Definitions**

Employees may take paid personal/carer's leave:

- because the employee is not fit for work because of a personal illness, or personal injury, affecting the employee; or
- to provide care or support to a member of the employee's immediate family, or a member of the employee's household, who requires care or support because of:
  - a personal illness, or personal injury, affecting the member; or
  - an unexpected emergency affecting the member.

The entitlement to carers' component of this leave is subject to the employee being responsible for the care and support to the person concerned. In normal

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circumstances an employee is not entitled to take leave for this purpose where another person has taken leave to care for the same person.

*'Immediate family'* means:

- a spouse, de facto partner, child, parent, grandparent, grandchild or sibling of the employee; or
- a child, parent, grandparent, grandchild or sibling of a spouse or de facto partner of the employee.

#### **6.4.2 Unpaid carer's leave**

If an employee has used up all their carer's leave as defined above, an additional 2 days unpaid leave will be available to an employee for each occasion to provide care or support to a member of the employee's immediate family, or a member of the employee's household, who requires care or support because of:

- a personal illness, or personal injury, affecting the member; or
- an unexpected emergency affecting the member.

#### **6.4.3 Casuals**

Casuals shall be entitled to 2 days unpaid leave per occasion to provide care or support to a member of the employee's immediate family, or a member of the employee's household, who requires care or support because of:

- a personal illness, or personal injury, affecting the member; or
- an unexpected emergency affecting the member.

#### **6.4.4 Provision of medical certificates**

Employees have a responsibility to telephone, text or email their Manager/Office (or team member if unavailable) as soon as possible if unable to attend work before their normal time of commencement of work. Information must be provided on the nature of the injury or illness (if known) and how long the employee expects to be away from work.

Medical Certificates must be submitted:

- For absences of 2 or more consecutive days;
  - For absences on the day before or after a public holiday, rostered day off or annual leave;
  - For absences exceeding three single days in any 12 month period;
  - In circumstances where personal leave entitlements have been exhausted;
  - Where more than 4 statutory declarations have been submitted in a 12-month period, or
  - As requested by Nunawading Gymnastics and Sports Club.
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If the absence continues for a period greater than two weeks, a confirmation from the employee's doctor that the employee is fit to resume work must be provided for each fortnightly period. In such circumstances, Nunawading Gymnastics and Sports Club may ask the employee to attend a doctor nominated by the Club for a medical check-up (at Club expense) if no such certificate is provided.

Certificates must be signed by a registered health practitioner. A statutory declaration made by the employee may be submitted if a medical certificate is not reasonably attainable.

#### **6.4.5 If personal leave is exhausted**

In exceptional circumstances, accumulated annual leave or leave without pay may be used as sick leave if the current sick leave entitlement is exhausted. Approval will be at the discretion of Nunawading Gymnastics and Sports Club.

#### **6.4.6 Long term personal leave absence**

if an employee has been absent on unpaid personal leave for more than 3 months in a 12 month period, and not receiving workers compensation benefits, Club/Name will hold consultations with the affected staff member to review whether employment is able to continue.

A medical assessment or independent medical assessment may be requested to provide capacity and prognosis information.

Modified duties and alternative work may be considered if available and suitable.

Unfortunately in some situations, where alternative employment solutions cannot be found, employment may need to end.

#### **6.4.7 Workers Compensation**

If an employee is receiving workers' compensation payments, they are not entitled to personal leave.

### **6.5 Compassionate Leave**

Employees are entitled to up to two days paid leave per occasion when a member of the employee's immediate family or household:

- contracts or develops a personal illness that poses a serious threat to his or her life; or
- sustains a personal injury that poses a serious threat to his or her life; or
- dies.

'Immediate family' means:

- a spouse, de facto partner, child, parent, grandparent, grandchild or sibling of the employee; or

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- a child, parent, grandparent, grandchild or sibling of a spouse or de facto partner of the employee.

The employee is required to give his or her Manager notice of the taking of compassionate leave as soon practicable.

Employees may be requested to provide suitable evidence of the illness, injury or death.

Additional leave/unpaid leave may be granted at the discretion of the employee's Manager.

## **6.6 Long Service Leave**

Employees are entitled to long service leave in accordance with the legislated provisions of the State in which they work.

Staff are required to plan long service leave wherever possible over term breaks so as to provide the least disruption to Nunawading Gymnastics and Sports Club activities

## **6.7 Family & Domestic Violence**

Nunawading Gymnastics and Sports Club understands that family violence can be a traumatic experience which will likely impact on the staff member when they are at work. In some cases, family violence may spill into the workplace, putting the worker and potentially other employees and/or customers at risk.

Staff are encouraged to seek a confidential meeting with your manager, one-up manager or alternative senior staff member if you are experiencing family and domestic violence. In such case Nunawading Gymnastics and Sports Club will discuss support options with you which may include:

- Flexible working arrangements
- Leave arrangements for any required appointments
- Communications with your manager and colleagues
- Personal support networks
- External professional support
- Cooperation with police and other authorities

Nunawading Gymnastics and Sports Club will also address protections for staff in the workplace such as

- Identification of procedures and/or communication systems to alert or respond to a potentially violent or violence situation in the workplace, e.g. activating a duress alarm or contacting police
  - Identification of a safe location
  - Evacuation procedures
  - Communications in the workplace with the aggressor
  - Support processes for staff involved with an incident
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Employee records concerning domestic violence will be kept confidential and only divulged if subpoenaed by a Court, or in exceptional circumstances where it is imperative to maintain the safety of the employee and/or other staff. The immediate manager will also be notified so that work processes can be managed, unless alternative arrangements are made.

Employees are reassured that Nunawading Gymnastics and Sports Club does not support violence against individuals. Employees will not be disadvantaged or discriminated against by reporting their situation.

#### **6.7.1 Leave**

Award-covered permanent and casual employees may be entitled to take up to 5 days per annum unpaid leave in order to deal with events arising from family and domestic violence that cannot be dealt with outside ordinary working hours such as to:

- make arrangements for their safety, or the safety of a family member
- attend court hearings
- access police services.

In accordance with the Award, family and domestic violence leave is available in full at the commencement of each 12 month period and does not accumulate from year to year.

### **6.8 Jury Duty**

If an employee is summoned for jury service he/she is expected to comply and must give Nunawading Gymnastics and Sports Club notice of the requirement to attend for Jury service as soon as practicable after receiving notification. Nunawading Gymnastics and Sports Club will not endorse any application for exemption or deferment except in special circumstances.

The employee is expected to return to work when he/she is dismissed from jury duty or reasonably available to do so. Proof of attendance must be provided plus proof of the amount that the employee has been paid by the court.

For the period of jury service, the employee will be paid in accordance with the Fair Work Act and State legislation as applicable.

### **6.9 Parental Leave**

#### **6.9.1 Scope**

In accordance with the Fair Work Act, this policy offers eligible permanent, fixed term and regular casual staff leave associated with:

- the birth of a child to the employee, the employee's spouse or de facto partner, or
- the placement of a child under 16 with the employee for adoption.

Under this policy, each eligible member of an employee couple may take up to 12 months of unpaid parental leave, of which up to 8 weeks can be taken at the same time.

### **6.9.2 Adoption leave**

Employees may apply for parental leave in accordance with the Fair Work Act on production of official documentation indicating they will be adopting a child under the age of 16 years.

In such case, parental leave commences on the day of placement of the child or the date travel commences to collect the child.

Employees may also take up to two days of unpaid pre-adoption leave to attend any interviews or examinations required to obtain approval for the adoption unless the employee can take other authorised leave for such purposes.

### **6.9.3 Applying for, or extending parental leave**

The following terms and conditions apply for maternity, paternity and adoption leave:

An employee should make an application in writing for parental leave. This application must state:

- the presumed date of confinement
- the date of commencement of maternity leave
- the duration of maternity leave
- the expected return to work date

The application must be made not less than 10 weeks prior to the commencement of leave and must be supported by a doctor's certificate stating the expected date of confinement, or stating the date on which the birth took place.

At least 4 weeks before the intended start date of leave, the employee must:

- (a) confirm the intended start and end dates of the leave; or
- (b) advise the employer of any changes to the intended start and end dates of the leave.

An employee may extend the period of parental leave within the first 12 months by giving 4 weeks' notice. Further extensions will require employer agreement up to a maximum of 24 months leave.

### **6.9.4 Safe Work**

Nunawading Gymnastics and Sports Club is committed to ensuring the safety of pregnant employees. Therefore, the pregnant employee shall have the right to transfer to a safe job if, in the opinion of a registered medical practitioner, she is unable to continue in her present position because of illness or risks arising out of her pregnancy or hazards connected with that position.

If it is not reasonably practical to transfer the pregnant female employee to a safe job, then the employee is entitled to take paid 'no safe job leave' (or may be directed

by the employer to take paid leave) until the earliest of the end of the period stated in the medical certificate or the date of birth. Taking no safe job leave does not reduce the total period of parental leave and is paid at ordinary hourly rates.

### **6.9.5 Payment for Parental Leave**

#### **6.9.5a Government-Funded Schemes (GPPL)**

Employees may be entitled to receive up to 18 weeks assistance at the minimum wage rate under Government-Funded Schemes (GPPL) Schemes during the first year after the birth or adoption of a child.

Arranging for paid parental leave under GPPL Schemes is the responsibility of the eligible working parent. Nunawading Gymnastics and Sports Club will support and facilitate payments required under the scheme when notified by Centrelink.

### **6.9.6 Keeping in Touch**

During a period of Government-Funded Parental Leave (GPPL), an employee may attend work on up to 10 days (for meetings, training, etc.) so as to keep in touch.

'Keeping in touch' must be by mutual agreement and be paid for as work (in addition to the GPPL) and counts as service.

Except for 'keeping in touch' activities, employees are not permitted to undertake paid work during the period of GPPL however both Nunawading Gymnastics and Sports Club and employees on leave are encouraged to keep in touch through the sharing of communications and news.

### **6.9.7 Parental leave taken with other leave**

Normal entitlement to annual, personal or long service leave will not accrue whilst an employee is on parental leave, except when annual or long service leave is taken in lieu of parental leave.

#### **6.9.7a Annual & Long Service Leave**

Annual and long service leave may be taken in lieu of, or in conjunction with parental leave provided that the maximum period of absence does not exceed 24 months.

#### **6.9.7b Sick Leave**

A pregnant employee is entitled to take accrued paid sick leave for illness arising from pregnancy.

Employees have no entitlement to personal leave whilst on parental leave.

#### **6.9.7c Special Maternity Leave**

A pregnant employee may be eligible to take unpaid special maternity leave if

- she has a pregnancy-related illness, or
- her pregnancy ends after 12 weeks due to miscarriage, termination or stillbirth

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If special maternity leave is taken, the leave will end when the pregnancy or illness ends, whichever is earlier. If she takes leave due to miscarriage, termination or still birth, leave can continue until she is fit for work.

Special maternity is applied independently of unpaid parental leave entitlement.

#### **6.9.8 Return to work**

An employee must notify Nunawading Gymnastics and Sports Club of their intention to return to work after a period of parental leave at least 4 weeks prior to the end of the leave period.

On return to work from parental leave, Nunawading Gymnastics and Sports Club will endeavour to ensure that the employee either returns to their former position or a comparable but different position at the end of the parental leave period (unless otherwise agreed).

The employee's remuneration and benefits would be unchanged as a result of taking parental leave unless the employee accepts a position with differing remuneration and benefits.

#### **6.9.9 Resignation during leave**

An employee on parental leave may terminate their employment at any time during the period of parental leave by giving written notice to Nunawading Gymnastics and Sports Club in accordance with their employment agreement.

### **6.10 Community Service Leave**

Under the Fair Work Act and ACT legislation, permanent employees are entitled to take leave to undertake voluntary activity that involves dealing with an emergency or natural disaster. The entitlement extends to reasonable travelling time and rest time associated with the activity.

In order to be eligible for community leave, the employee must:

- be a member of (or have a member-like association with) a recognised emergency management body; and
- have had a formal request (or reasonably expect such a request) to assist with the emergency.

A recognised emergency management body is an authorised body described under the Fair Work Act or State legislation. Eligible activities include fire fighting, civil defence, emergency or natural disaster response and/or the rescue of people, animals or property. Nunawading Gymnastics and Sports Club may require evidence of these activities at its discretion.

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### **6.11 Defence Reserve Leave**

Employees who are members of the Defence Reserve forces shall be entitled to unpaid leave as defined in accordance with Defence Reserve Service (Protection) Act 2001.

### **6.12 Leave Without Pay**

Leave without pay will only be granted at management's discretion and will only be approved for exceptional circumstances and for a limited time period.

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## 7. Allowances & Expenses

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## **7.1 Legislated Allowances**

Employees will be paid any eligible allowances under the Fitness Industry Award unless allowances have been absorbed into over award payments as stated in their employment agreement.

## **7.2 External Events (i.e. competitions, tours)**

Nunawading Gymnastics and Sports Club will require staff to attend competitions, invitationals, trials, qualifiers, championships and tours from time to time.

### ***7.2.1 Competition registration***

Coaches are expected to include relevant competitions in their yearly plans. Competition dates will be selected by the squad coaches in consultation with their Program Manager prior to the commencement of the year

It is the responsibility of the Club Manager to fill out competition entry forms as soon as they become available therefore it is important that coaches supply their Program Managers with their teams in a timely manner.

### ***7.2.2 Attendance at competitions***

At competitions, staff must

- Wear correct club uniform
- Arrive 15 minutes prior to the competition start time to meet the gymnasts and prepare for the competition
- Not use mobile phones or videos recording devices on the competition floor during the event

Coaches are responsible for covering the costs of any fines incurred due to incorrect behaviour at a competition.

### ***7.2.3 Competition & tour payments***

Unless you are directed to attend a competition on behalf of Nunawading Gymnastics and Sports Club, payments for to travel and expenses relating to competitions will be unpaid.

## **7.3 Travel**

This policy aims to ensure that employees always travel:

- With a high degree of safety
- At reasonable standards of comfort and convenience at minimum cost to Nunawading Gymnastics and Sports Club.

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All Nunawading Gymnastics and Sports Club travel must be approved in writing by the Club Manager.

### **7.3.1 Travel Bookings**

Travel bookings will be made by Nunawading Gymnastics and Sports Club.

Personal travel may be combined with business travel, but no personal travel expenses are reimbursable. Expenses may be claimed only for that part of the trip which is business related. Travel expenses of a spouse/partner or other family members travelling with or joining the employee are his or her financial responsibility.

Employees must seek the approval of Nunawading Gymnastics and Sports Club Manager when Club business or personal considerations suggest the need for travel outside policy guidelines.

### **7.3.2 Airline Travel**

Discounted economy class fares will be purchased for all travel (where available).

Employees are permitted to accumulate flyer points for Nunawading Gymnastics and Sports Club travel.

### **7.3.3 Visas**

Nunawading Gymnastics and Sports Club will reimburse the cost of visas required for international travel.

### **7.3.4 Accommodation**

Accommodation arrangements will be made in 3-4 star properties close to the working location so as to minimise taxi fares and other on-ground transportation costs.

When staying at serviced accommodation, every care should be taken when using hotel/motel services, e.g. telephones, restaurants, office services and laundry. These services have high premiums added and generally should not be used, unless necessary.

The following expenses will not be paid for or reimbursed by Nunawading Gymnastics and Sports Club:

- Purchases of tobacco products, unreasonable levels of alcoholic beverages, use of mini-bars, gifts or other items of a personal nature including toiletries
- Laundry, dry cleaning and pressing unless the duration of the trip exceeds four consecutive nights away from home.
- Hire of in-house hotel videos



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If any of the above items appear on your itemised hotel tax invoice, you will be expected to reimburse Nunawading Gymnastics and Sports Club in full. It is preferred that employees pay for any personal expenses at the time of checking out of the hotel.

### **7.3.5 Car Hire**

Car rental is not always the most effective method of local transportation. The relative costs of hire-car usage, taxi usage and public transport for each travel itinerary should be taken into account.

If car rental is approved, employees are required to book the least expensive vehicle suitable for the travel journey.

Insurance should not be purchased for hire-cars as Nunawading Gymnastics and Sports Club will cover the cost of any applicable insurance excess.

Please ensure you note the condition of vehicle *prior* to leaving the car rental site.

### **7.3.6 Travel Safety - Country**

Nunawading Gymnastics and Sports Club will not require employees to travel on club business to a region or country that has been officially cautioned or restricted by Australian Government authorities due to health, safety or other concerns.

If the situation in a particular country deteriorates to a level that the Australian Government alerts high travel caution or evacuation, employees travelling on club business will be required to return to Australia. Travel and associated expenses will be paid by Nunawading Gymnastics and Sports Club.

Nunawading Gymnastics and Sports Club may request staff returning from an at-risk area while working on club business to undergo appropriate medical checks and/or isolation prior to returning to Australia. Such expenses and leave will be paid by Nunawading Gymnastics and Sports Club.

Employees travelling to or from 'at risk' locations on private business will be responsible for arranging and funding any travel, medical and associated costs. If additional leave of absence is needed, including leave without pay, this will require Nunawading Gymnastics and Sports Club approval.

### **7.3.7 Child safety**

Employees travelling with athletes under 18 years must strictly adhere to industry and club child safe travel policies. For example, unless a competing child is the offspring of a staff member, travelling employees must not

- Share a room with a child;
- Hold meeting or provide medical treatment to a child in their room or the child's room;
- Provide medical treatment to a child in their room or alone in another room;  
and
- Be alone with a child.

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### **7.3.8 Insurance**

Travel insurance shall be arranged for staff members travelling internationally.

### **7.3.9 Health/ Vaccinations**

Employees are advised to consider health risks of the country to which they are travelling. It is a condition that employees comply with medical advice in relation to vaccinations and other medications for international travel.

The cost of obtaining vaccinations shall be reimbursed by Nunawading Gymnastics and Sports Club.

## **7.4 Motor Vehicles**

### **7.4.1 Use of private vehicle**

If an employee is required to use their private motor vehicle on approved Nunawading Gymnastics and Sports Club business, travel allowance under the Fitness Industry Award shall be paid.

Such business travel must be must be approved in advance by the Manager.

Employees required to use private vehicles for the transportation of Nunawading Gymnastics and Sports Club employees, volunteers, members or associates on Club business matters, must ensure that the vehicle is clean and tidy. Smoking will not be permitted during these journeys.

Private vehicles used for Club business must be fully insured. Evidence of your current insurance policy may be requested.

Damage to private vehicles as a result of business use will remain the responsibility of the employee, including any repair or insurance payments.

### **7.4.2 Traffic Infringements**

Employees will be responsible for any traffic infringement or parking infringement ticket received while on Nunawading Gymnastics and Sports Club business.

### **7.4.3 Valid License**

A condition of employment for some employees is to provide a valid driver's license so that they are able to drive a vehicle to meet the inherent components of their role. In such case, Nunawading Gymnastics and Sports Club reserves the right to terminate the employment of any staff member who demonstrates repeated unsafe driving practices or who has their license cancelled by Police due to infringements.

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## **7.5 Parking**

### ***7.5.1 On-site parking***

On-site parking is allocated on a first come basis.

### ***7.5.2 Parking expenses while on Nunawading Gymnastics and Sports Club business***

Nunawading Gymnastics and Sports Club will reimburse parking expenses incurred whilst on previously approved Club business. Parking expenses should be claimed on the Travel Expense claim form.

### ***7.5.3 E-tags***

Nunawading Gymnastics and Sports Club will reimburse parking and e-tag expenses incurred whilst on previously approved Club business. Parking expenses should be claimed on the Travel Expense claim form.

## **7.6 Mobile Phones**

Employees with mobile phone entitlements are expected to be contactable on mobiles during, and after business hours if required.

## **7.7 Private Phone**

If a regular part of your current work duties requires you to be contactable by mobile phone or use your personal phone for work purposes Nunawading Gymnastics and Sports Club may reimburse the cost of reasonable work-related calls when an itemised statement is submitted.

## **7.8 Expense Reimbursement**

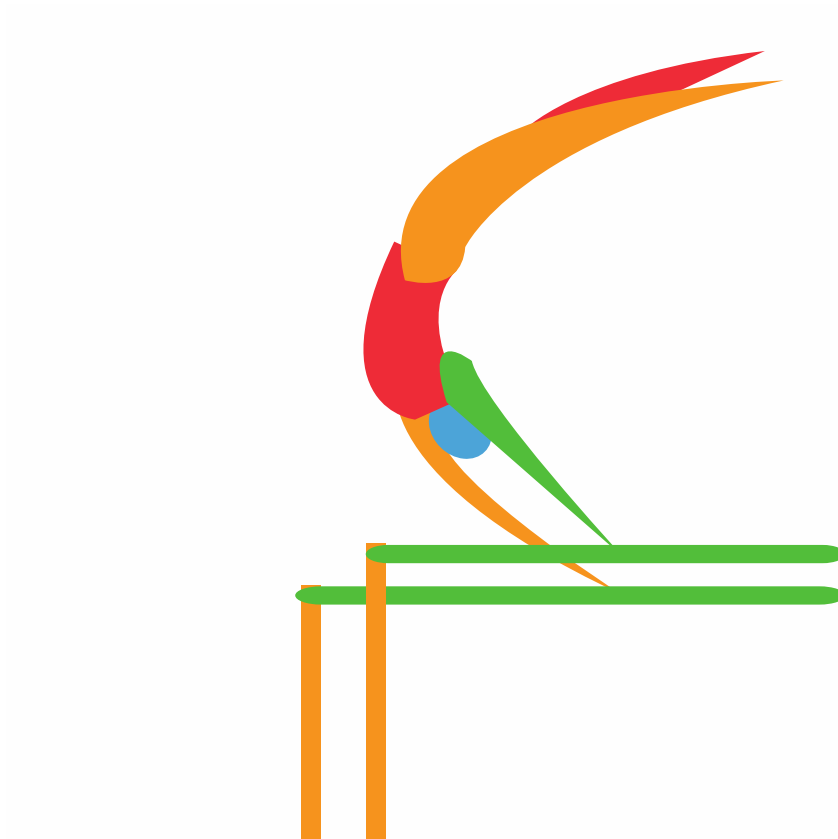
From time to time there may be a requirement for employees to incur expenses for business purposes including legitimate business entertainment.

Expenses must be approved prior to expenditure and receipts must be provided.

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## 8. Grievance & Complaint Procedure

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## 8.1 General

If an employee has a personal workplace concern regarding Nunawading Gymnastics and Sports Club's policies or practices, employees may lodge a complaint under the grievance policy or make a disclosure under the whistle-blower policy.

The aim of these policies are to ensure that employees can seek information, raise a problem, concern or complaint relating to club operations without fear of victimisation or retribution.

Nunawading Gymnastics and Sports Club will manage complaints with confidentiality, timeliness and respect for all concerned as is reasonably possible. Employee concerns will be dealt with in a fair, honest and constructive way.

While a complaint is being resolved, it is important that the business of the club continue as usual, unless the matter involves a serious safety matter where club activities must be immediately changed due to the presence of a safety risk situation.

We also request that employees maintain confidentiality while a grievance is being resolved. Discussions should be limited to the direct parties only, on a need-to-know basis.

### ***8.1.1 Appointing a representative or support person***

At any time, either party may appoint a support person or representative to assist with the complaint resolution process.

## 8.2 Grievance Policy

This policy covers personal work-related grievances.

### ***8.2.1 Procedure for resolving complaints***

If you have an individual or collective grievance that relates to your role as an employee of Nunawading Gymnastics and Sports Club, then you should use the following three-step procedure.

#### **Step 1: Lodge your Grievance**

##### Informal option

If you have a grievance or complaint, discuss the issue with the person/people concerned. Tell them:

- What concerns you;
- The impact it has on you personally (or collectively); and.
- What you feel they could do to resolve the matter.

If this is difficult for you, you could state your concerns in writing and/or ask your manager or a colleague to assist you.

##### Formal option

If your grievance has not been resolved through informal means above, or if informal resolution is difficult or inappropriate, you should submit your grievance in writing to your manager or senior staff member.

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## **Step 2: Assess and Review Grievance**

After a grievance is lodged, the club will discuss with you how the grievance may be resolved and the expected time frames involved.

After the assessment process has been completed, a decision will be communicated to you in writing.

## **Step 3: Request for Review**

If you are dissatisfied with the response you have received in relation to your grievance, you may request an independent review of the decision. This should be submitted to your one-up manager (or Board member if the original grievance was against the Club Manager). If your request for review is accepted, the club will appoint an independent reviewer to consider the decision and provide a written response to you.

Alternatively, you may seek external review through an external body (i.e. Statutory Authority, Tribunal) where appropriate.

## **8.3 Whistleblower Policy**

### **8.3.1 Scope**

This policy encourages people to report or make disclosures about serious club misconduct as follows

- behaviour that contravenes regulatory body requirements including Commonwealth or State legislation, the Associations Act, and/or gymnastics regulatory bodies;
- information about activity that could harm or endanger the public, the financial system or the environment;
- information about whether someone has committed a Commonwealth or State offence (civil or criminal) punishable by imprisonment of 12 months or more; or
- conduct that could constitute reasonable grounds for instant dismissal.

Examples of such behaviour could include

- corruption;
  - misuse of information (i.e. insolvent trading)
  - fraud;
  - failure to comply with statutory accounting and reporting requirements;
  - money laundering;
  - actions or inaction that has the potential to significantly harm or endanger the public or environment;
  - bribery;
  - dishonesty in performing official functions;
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- falsifying records or data;
  - misuse of club or public resources, property (including credit cards);
  - terrorism financing;
  - activity that exploits loopholes in the law to harm the administration of government programs;
  - action that perverts the course of justice; or
  - assault, rape.

This policy applies to current and former

- Governing officers;
- Employees, contractors and associates;
- Individuals and/or suppliers who supply services or goods (whether paid or unpaid);
- Suppliers;
- Volunteers; and
- Relatives or dependents of all the above categories (i.e. any spouse, parent, child, grandchild, sibling or other linear ancestor).

### **8.3.2 Exclusions**

Personal work-related grievances are not covered by this policy and the protections under this policy unless the disclosure

- has broader significant implications for the club
- concerns certain offences described above; or
- represents a danger to the public, environmental or financial system.

In such case, the club grievance policy should be used.

### **8.3.3 Procedure for making a disclosure**

If you have reasonable grounds to suspect misconduct of the form described above, then you should use the following three-step procedure.

Step 1: Make your disclosure

Wherever possible, if you believe serious misconduct has occurred, please notify

- Management
- Member of the Committee of Management
- An senior officer of the State Gymnastics Victoria organisation

#### **Step 2: Assess and review disclosure**

When a disclosure under this policy is made directly to the club, the club will

- Provide a written record of the disclosure to the whistle-blower;

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- Provide a copy of this policy to the whistle-blower;
  - Outline the protections outlined below that the whistle-blower will receive as a result of making the disclosure, should the disclosure qualify under this policy;
  - Confirm what steps the club will make to ensure the whistle-blower is protected from victimisation and adverse actions by managers or employees;
  - Confirm financial liability protections available to the whistle-blower as a result of making a disclosure under this policy; and
  - Confirm whether the whistle-blower wishes to remain anonymous and what steps will be reasonably taken to respect their request for anonymity.

The club will then

- Take genuine steps to review or investigate the facts of the disclosure;
- Make a decision in relation to the disclosure; and
- Notify the whistle-blower of any decisions and actions taken as a result of the disclosure.

If you are dissatisfied with the response you receive from the club or if you feel internal disclosure is difficult or inappropriate, you could notify

- an auditor, or member of an audit team conducting an audit into the club;
- an actuary of the club;
- An external entity or person authorised by the club to receive protected disclosures i.e. HRplus;
- a lawyer, for the purpose of legal representation or legal representation regarding the whistle-blower protections; and

A parliamentarian or a journalist may be notified:

- If 60 days have passed following documented disclosure to one or more of the officers above; and
- You have genuine reason to believe that no action has been taken; and
- The matter would be of interest to the wider public (i.e. local community, state, country) i.e. not of purely personal interest; or
- An emergency response is necessary based on substantial and imminent danger to a person's health and safety, or the natural environment (providing the disclosure has previously been made to a prescribed authority).

#### **8.3.4 Anonymous Complaints**

Whistleblowers have the right to request that their identity remain anonymous.

In such case, reasonable steps will be taken to reduce the risk of identification, unless it is deemed reasonably necessary to investigate information disclosed (i.e. to brief lawyers and regulators).



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### **8.3.5 Keep Records**

Whistleblowers should keep detailed records of information related to the alleged misconduct, plus steps taken to disclose the alleged misconduct.

### **8.3.6 Whistleblower protections**

To qualify for protection under Whistleblower legislation, the disclosure must be made under the terms of this policy.

Whistleblowers who make valid disclosures under this policy shall be protected from detrimental action taken against them, including the threat of action, connected to making the disclosure. Whistleblowers shall be protected from

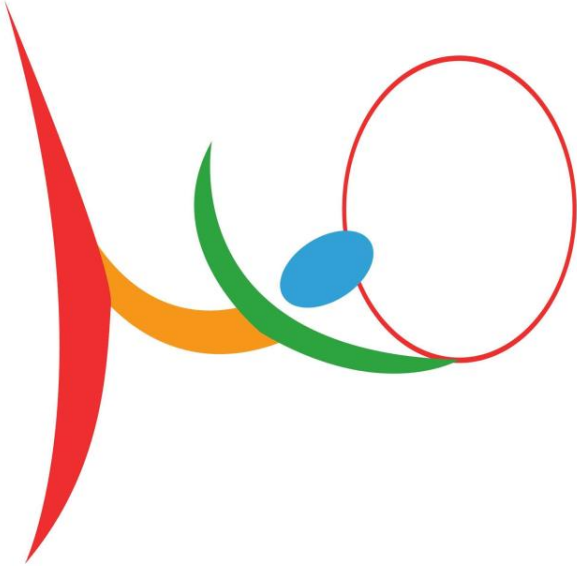
- Civil or criminal liability or any proceeding involving a penalty or cost award against the whistleblower;
- Administrative liability (including discrimination, disadvantage or adverse treatment in relation to the whistle-blowers employment, career, profession, employment, trade or business, including disciplinary action e.g. overlooking a person for promotion or cancelling a contract); and
- Victimization against the whistleblower (including injury, intimidation, harassment, intimidation, psychological harm, assault, loss or damage to property, reputation or financial position).

The above protections do not apply in some circumstances, such as if the whistleblower has falsified information or has sued veraciously or without reasonable cause.

## **9. Disciplinary Procedure**

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## **9.1 Improving Work Performance Or Conduct**

There may arise, in the course of an employment relationship, a situation, or series of situations where a Manager feels that an employee may not be satisfactorily meeting role requirements. In such circumstances, Nunawading Gymnastics and Sports Club will take all reasonable steps to facilitate the improvement of work performance or conduct in order for both the employee and the Club to experience greater effectiveness.

Managers will deal fairly and consistently with all employees, avoiding discrimination, favouritism or unfairness of any kind in relation to the performance counselling process.

The counselling process should be used in most situations. In more serious situations however, a Manager may choose to go straight to issuing a formal warning, or even summary dismissal.

At any stage of the counselling process, employees may discuss the situation with successively higher levels of management if they feel you have been treated unfairly, or where problems in relation to their work have not, in their view, been satisfactorily resolved.

## **9.2 The Counselling Process**

If a Manager is concerned with aspects of work conduct or performance, Nunawading Gymnastics and Sports Club will:

- Specify or describe in detail the nature of the underperformance or conduct;
- Consider the employee's reasons for the underperformance or conduct;
- Explore, and agree to improvement measures; and
- Establish a suitable time-frame for improvement.

Counselling meetings should be recorded on a file note or formally minuted.

At any of the counselling meetings, the employee or Manager involved may include a support person.

## **9.3 Formal Warning/s**

If performance or conduct does not improve after a reasonable attempt at counselling has been made, Nunawading Gymnastics and Sports Club may request the employee attend a disciplinary meeting.

At the meeting, the parties will:

- Review any previous discussions;
- Provide the employee with a copy of the file notes taken during previous counselling and formal warning sessions;
- Ask the employee to provide reasons for the continued underperformance or inappropriate conduct;

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- Agree to improvement measures; and
  - Establish a suitable time-frame for improvement

Note: If a Manager feels that sufficient counselling/warnings have been given, advise the employee that this is likely to be their final warning, and that no or inadequate improvement may result in dismissal.

The Manager will prepare minutes of the discussion plus ask all parties present at the meeting to sign the minutes. If there is disagreement on any notation in the documentation, such disagreement should be initiated.

If, after a reasonable period of time, and an appropriate number of counselling or warning sessions, it is apparent that improvement is not likely to improve to a satisfactory level, Nunawading Gymnastics and Sports Club may decide to terminate an employee.

#### **9.4 Summary Dismissal**

An employee may be terminated instantly (summary dismissal) if they engage in serious or wilful misconduct such as;

- Neglect or breach of duty
- Violations of laws, organisational or industry policies
- Criminal activity which may affect your credibility, suitability or ability to continue in your role with Nunawading Gymnastics and Sports Club
- Dishonesty or unethical behaviour
- Falsification or misrepresentation of their curriculum vitae including qualifications, skills, credentials, work history & level of experience
- Actions which have the potential to injure yourself or endanger the safety and welfare of others
- Offensive language, harassment, bullying or other inappropriate behaviour or correspondence directed towards others
- Actions that prejudice or may have detrimental effect on Nunawading Gymnastics and Sports Club finances, reputation, trading or competitive position in the marketplace
- Actions that negatively affect the reputation of Nunawading Gymnastics and Sports Club Directors
- Distribution of confidential, private or sensitive information of Nunawading Gymnastics and Sports Club, its staff, customers, sponsors, members and/or member families
- Misuse of Nunawading Gymnastics and Sports Club intellectual property
- Theft or misuse of Nunawading Gymnastics and Sports Club property

As soon as the Club Manager becomes aware of a cause warranting summary dismissal, the employee will be notified. In some cases the employee may be suspended with pay pending written notice of the outcome. A support person may not be offered if notice is inappropriate in the circumstances.

Notice or pay in lieu of notice will not be paid in cases of serious employee misconduct if the conduct is of such a nature that it would be unreasonable to expect the employee to continue to work during the required notice period.

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## 9.5 Attendance at Disciplinary Meetings

Employees are required to cooperate, participate, assist and attend any workplace investigations and disciplinary proceedings requested of them to which they are involved directly or indirectly.

# 10. Termination & Departures

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## **10.1 Probation or Qualifying Period**

During the probationary or legislated qualifying period an employee's service may be terminated by the Manager providing one week's notice in accordance with the Fair Work Act.

At Nunawading Gymnastics and Sports Club's discretion, the employee may be paid for this week in lieu of notice.

## **10.2 Abandonment of Employment**

An employee may be regarded to have abandoned their employment if he or she simply 'walks off the job', or fails to return to work or after an unauthorised and/or unexplained absence of more than three consecutive working days.

Under these circumstances, if the employee has not contacted or notified the employer to provide a reasonable explanation for the absence, Nunawading Gymnastics and Sports Club may conclude that the employee no longer intends to be bound by the employment agreement. In such case, Nunawading Gymnastics and Sports Club will take reasonable steps to contact the employee.

If however, after a total 14-day period of unauthorised absence without contact and/or reasonable explanation by the employee, the employee will be deemed to have abandoned his/her employment.

Where an employee is deemed to have abandoned their employment, any period of notice required to be given by the employee will be recovered from their final pay.

## **10.3 Redundancy**

An employee may be made redundant due to a change in operational circumstances such as operational changes, technological influences, mergers, demergers, changes in financial circumstances, takeovers or restructuring.

Redundancies will be handled in a professional manner respecting the employee's needs and enabling staff to depart with dignity and with a positive perception of Nunawading Gymnastics and Sports Club.

When a redundancy does occur, it is important that the situation is explained fully and openly to other staff so that workload issues and any employee concerns can be discussed.

### ***10.3.1 Redundancy procedure***

If the need arises for an employee to possibly be made redundant, Nunawading Gymnastics and Sports Club will abide by any relevant legislation in this regard, and will, where possible

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- Inform affected employee/s of the circumstances in which Nunawading Gymnastics and Sports Club finds itself
  - Inform the employee/s of the possibility of redundancy and explore any alternatives, where available
  - Ask employee/s for comments regarding Nunawading Gymnastics and Sports Club's position and any alternatives to redundancy that the employee/s can suggest
  - Genuinely consider all suggestions made by employees
  - If redundancy is deemed unavoidable, communicate Nunawading Gymnastics and Sports Club's final decision to employees in writing outlining:
    - a) Reasons for termination (i.e. redundancy)
    - b) Date of termination including notice or pay in lieu as legislated or stated in their employment agreement
    - c) Whether an entitlement to severance pay exists
    - d) Amount of accrued annual leave and long service leave
  - The employee may bring a support person with them to any meetings above.

### **10.3.2 Job search entitlement**

In accordance with the Fitness Industry Award, an employee made redundant shall be entitled to take one day's time off without loss of pay during each week of the notice period for the purpose of seeking other employment. The time off is to be taken at times that are convenient to the employee after consultation with the Manager.

If more than one day is taken in total, Nunawading Gymnastics and Sports Club may request the employee provide produce proof of attendance at an interview before payment is authorised. A statutory declaration is considered to be acceptable proof in this case.

### **10.3.3 Transfer to a new role**

In a succession, assignment or transmission of business arrangement, redundancy entitlements will not be paid if staff accept an alternative position with the new employer who has agreed to carry service credits forward.

Similarly, employees who have been offered an alternative equivalent position, and elect not to take that position, will not be entitled to severance pay.

## **10.4 Terminating Employment**

When terminating employment, the following notice period must be provided in writing, unless an alternative notice period has been agreed in the employment contract.

Employee's period of continuous service with Nunawading Gymnastics and Sports Club	Period of notice
Not more than 1 year	1 week
More than 1 year but not more than 3 years	2 weeks
More than 3 years but not more than 5 years	3 weeks
More than 5 years	4 weeks

If the employer terminates employment, the period of notice is increased by one week if the employee is over 45 years old and has completed at least two years' continuous service with Nunawading Gymnastics and Sports Club.

The above notice periods shall not apply to employees who are summarily dismissed, casuals, or employees on a fixed term agreement.

Nunawading Gymnastics and Sports Club may reasonably direct the employee not to attend work during the notice period or to amend the employee's duties or hours during the notice period.

#### **10.4.1 Failure to give notice**

If an employee fails to give the notice specified, Nunawading Gymnastics and Sports Club has the right to withhold notice payments that would have been due to the employee.

#### **10.4.2 Payment of outstanding entitlements**

Upon termination, employee will be paid all outstanding accrued leave entitlements. Superannuation payments where applicable, shall be paid in accordance with legislative requirements.

#### **10.4.3 Job search entitlement**

Except in the case of summary dismissal, if Nunawading Gymnastics and Sports Club has terminated a staff member's employment, the employee shall be given one day's time off without loss of pay for the purpose of seeking other employment. The time off is to be taken at times that are convenient to the employee after consultation with the Manager.

### **10.5 Dismissal Guidelines**

In certain circumstances, Nunawading Gymnastics and Sports Club may need to terminate the services of a staff member. Termination is never considered lightly and in most cases, employees will be consulted as appropriate. Some of the reasons staff may need to be termination include:



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- Position no longer required (redundancy)
  - Business sale/closure
  - Relocation of business or role
  - Frustration of contract i.e. inability for the parties to meet contractual requirements (for example due to death, imprisonment, statute or unforeseen circumstances such as a pandemic or catastrophic event, loss of mandatory licenses/qualifications)
  - Unauthorised absence
  - Inability to meet the inherent job requirements (i.e. essential activities of a job which, if removed, would make the position a different role. Inherent requirements do not involve peripheral or non-essential tasks)
  - Unwillingness to comply with laws or organisational or industry affiliation policies, rules and procedures
  - Unacceptable or inappropriate behaviour
  - Failure or refusal to follow reasonable and lawful directions
  - Actions resulting in loss of trust and confidence
  - Dishonesty
  - Theft, sabotage, damage to organisational property

Nunawading Gymnastics and Sports Club will generally not terminate employees on the basis of:

- Prescribed unlawful discrimination grounds including race, colour, gender, sexual preference, age, physical or mental ability, marital status, family responsibilities, pregnancy, religion, political opinion, national extraction or social origin
- Work injury or disability if the employee can still perform the inherent aspects of their job
- Temporary absence from work because of illness or injury
- Union membership or participation in union activities
- The lodgement of a complaint under the grievance or other dispute settling processes
- Acting as employee representative (or seeking to)
- Filing of complaint against Nunawading Gymnastics and Sports Club (or participating in the complaint)
- Authorised or legislated absence from work

Nunawading Gymnastics and Sports Club will generally not dismiss and employee without:

- An employee having been provided performance counselling and a reasonable opportunity to improve their performance or behaviour
- Warnings having been issued (unless there are grounds for instant dismissal)
- Nunawading Gymnastics and Sports Club having a valid reason after consideration of the circumstances, consequences and any mitigating factors

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- Offering the employee the opportunity to bring a support person; and allowing reasonable time for the employee to organise for their support person to attend

## **10.6 Employee Goodwill**

Nunawading Gymnastics and Sports Club culture encourages the celebration of achievements, various festivals and birthdays.

Should an employee leave Nunawading Gymnastics and Sports Club for whatever reason, it is not policy to hold farewell parties or give farewell gifts. Nunawading Gymnastics and Sports Club will not reimburse for any expenses incurred in this regard. Colleagues may arrange this at their own expense if they wish.

## **10.7 Exit Procedure - General**

Upon termination, employees are required to:

- Ensure they submit their resignation in writing including date of departure.
- Return all Nunawading Gymnastics and Sports Club property and equipment in good condition, allowing for reasonable wear and tear.
- Participate in a handover process with the Manager and others as requested to ensure smooth transition of work responsibilities.
- Ensure confidential or business sensitive information is not removed or copied.
- Promptly update social media profiles that refer to their professional life (i.e. Linked In).

When processing a termination Nunawading Gymnastics and Sports Club will:

- Ensure the termination is recorded in writing including reasons and date of departure.
- Ensure notice or pay in lieu is given or paid if required.
- Ensure the employee receives all accrued annual leave and long service leave entitlements as applicable.
- Ensure severance pay is paid if relevant.
- Ensure all Nunawading Gymnastics and Sports Club property and equipment allocated to the employee for use during his or her period of employment is recovered. The property should be in good condition, allowing for reasonable wear and tear.
- Ensure the employees electronic access to Nunawading Gymnastics and Sports Club files and buildings are terminated on the date of, or following, departure.
- Recover any allowable outstanding monies before the termination is finalised including the value of any lost or damaged Nunawading Gymnastics and Sports Club property or equipment; overpayment of salary or other benefits or any debt or sum owed by the employee. Note that these amounts can only be recovered if allowable by law or if explicit, written permission has been given by the employee.

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- Ensure the employee is treated with respect and dignity and an appropriate team social event is offered to farewell the departing employee.

### **10.8 References**

If requested by a departing or former employee, Nunawading Gymnastics and Sports Club will provide a written Certificate of Service that confirms dates of employment and role title.

If a former employee requires a work performance and/or character reference, either written or verbal, requests for references must be referred to the Manager.

### **10.9 Record Keeping**

Staff payroll records will be kept for 7 years following departure.