



280, Shreeve Road, Canning Vale WA 6155
Telephone: (08) 9256 1314 / 9455 7220

Sikh Association of Western Australia (SAWA)

Bullying, Harassment & Intimidation Policy

1. Purpose

The purpose of this Policy is to affirm the Sikh Association of Western Australia's (SAWA) commitment to providing a safe, respectful, and inclusive environment for all members, volunteers, staff, and visitors.

Bullying, harassment, and intimidation is strictly prohibited and will not be tolerated in any form within SAWA premises, events or activities.

2. Guiding Principles

This Policy is grounded in the values of Sikhism (truth, humility, equality, acceptance and respect) and in accordance with the SAWA Constitution & By-Laws.

- Every person has the right to feel safe and respected at SAWA premises / Gurdwara and at any SAWA organized/sponsored events or activities .
- Bullying, harassment, and intimidation undermines the integrity of the Gurdwara as a religious sacred space.
- All complaints will be addressed fairly, confidentially, and in line with the principles of natural justice.

3. Scope

This Policy applies to:

- All SAWA Executive Committee, Trustees, SAWA members and volunteers;
- Visitors, contractors, and members of the Sangat while on SAWA premises or participating in SAWA activities.

It covers all forms of conduct whether verbal, written, electronic (e.g., emails, messages, social media), or physical.

4. Definitions

Bullying: Repeated, unreasonable behaviour directed towards an individual or group that creates a personal risk to health, safety, or well-being.

Harassment: Unwelcome conduct (verbal, written, physical, or electronic) that demeans, humiliates, or offends an individual.

Intimidation: Any act intended (or perceived) to instill fear, coerce, or pressure someone into silence or submission or confronting an individual in a group



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Examples include (but are not limited to):

- Verbal abuse, insults, shouting, or threatening language;
- Spreading malicious rumours or false information or providing false narrative to support intended cause;
- Undermining or obstructing a person's role or responsibilities;
- Aggressive or threatening gestures, behaviour, and/or messages;
- Cyberbullying via emails, texts, or social media;
- Physical intimidation or unwanted physical contact.

5. Zero Tolerance Commitment

- SAWA maintains a **ZERO TOLERANCE** stance toward bullying, harassment, and/or intimidation.
- Any proven breach of this Policy may result in disciplinary action under the Constitution, including suspension, expulsion, or removal from office / premises /event.

6. Reporting & Complaints Procedure

Any member or volunteer experiencing or witnessing bullying, harassment, and/or intimidation may lodge a complaint:

- Verbally and followed up in writing to the President, Secretary, or a designated Complaints Officer.
- Through a confidential written report submitted to the SAWA Office.

All complaints will be:

- Treated seriously and confidentially;
- Investigated promptly and impartially;
- Resolved through appropriate action, including mediation, warnings, or disciplinary proceedings where required.

7. Responsibilities

- **Executive Committee (EXCO) & Trustees:** Ensure compliance with this Policy, uphold a safe environment, and act promptly on reports.
- **Office Bearers & Volunteers:** Lead by example, treating all persons with respect and dignity.
- **Members & Visitors:** Respect SAWA's Code of Conduct, Constitution, By-Laws, Conditions of Entry and this Policy.



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8. Consequences of Breach

Breaches of this Policy may result in:

- ◆ Formal warning;
- ◆ Removal from a role, duty, or position as per the Constitution;
- ◆ Suspension or expulsion as per the Constitution;
- ◆ Reporting to external authorities where laws have been breached (e.g., assault, threats).

9. Education & Awareness

SAWA will:

- ◆ Display this Policy on its noticeboards and website;
- ◆ Educate members and volunteers about respectful conduct;
- ◆ Promote Sikh values of humility, respect, seva, and unity as guiding behaviours.

10. Review of Policy

This Policy will be reviewed every **two years** by EXCO and Trustees, or earlier if required, to ensure its effectiveness and alignment with best practice governance.

Waheguru Ji Ka Khalsa, Waheguru Ji Ki Fateh.

SAWA Executive Committee and Trustees.