



Making Officials, Officers & Licensed Holders aware of their Duties under Law Policy

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COMMENCEMENT DATE

This policy comes into effect on 30 March 2006.

PURPOSE

The *Racing Act 2002* authorises the Greyhounds Queensland Limited (GQL) to make policies for the sound management of the greyhound racing industry. Section 81 (p) of the Act requires GQL to make a policy for making greyhound racing officials, officers, and licence holders, aware of their duties under laws, including for example, the *Anti-Discrimination Act 1991*.

Instances of harassment, discrimination, official misconduct and unsafe work practices can cause great harm, both physical and emotional, to the individuals involved, as well as reduce productivity and damage the image of GQL and the greyhound racing industry.

It is in the interest of the greyhound racing industry and the public generally that the industry is a safe place to work, free from unsafe work practices, unlawful discrimination, harassment and official misconduct.

GQL had developed policies and practices to make its workplace safe and productive, such as:

- A Code of Conduct, which details the standard of behaviour expected of its officers.
- An Anti-Discrimination including Sexual Harassment Policy, which sets out GQL position on harassment and discrimination and provides information for officers who might experience harassment or discrimination.
- A Discipline Policy which sets out GQL position on officers found to have discriminated against or harassed a person in the course of performing their duties.
- Guidance and support to officers who encounter and disclose improper conduct.
- Procedure to ensure that officers do not endanger health and safety and to uphold the Code of Conduct.
- A Workplace Health and Safety Policy and Procedures.
- Training for officers on their rights and responsibilities regarding workplace safety, harassment, discrimination and whistleblowing.



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- Providing advice and support to officers who experience harassment or discrimination.

GQL also provides information, training and support for licence holders who experience harassment and discrimination.

The purpose of this policy is to help ensure GQL provides a work and racing environment free from unsafe work practices, harassment, unlawful discrimination and official misconduct, by making GQL officers and licence holders aware of their responsibilities in this regard.

POLICY STATEMENT

GQL will take all reasonable steps to provide an environment for its officers, and licence holders, by fostering a culture of safety and high ethical standards, support for whistleblowers and by not tolerating unlawful discrimination, harassment or unsafe work practices.

GQL will provide information, through the racing calendar (Journal) its web site and any training programs, to help make licence holders aware of their rights and responsibilities under relevant legislation, including:

- Anti-Discrimination act 1991
- Crime and Misconduct Act 2001
- Public Sector Ethics Act 1994
- Whistleblowers Protection Act 1994
- Workplace Health and Safety Act 1995

Attention to relevant GQL Policies and training of officers will be provided as part of their induction, and on a regular and ongoing basis relevant information will be provided.

GQL senior officers will model appropriate standards and behaviour and use officers' meetings regularly to discuss ethical standards and expectations of appropriate behaviour.

GQL will not tolerate offensive, explicit or pornographic calendars, literature, posters and other materials in the workplace and will enforce the provisions of its internet and email policy against unacceptable work practices.



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GQL will provide all appropriate advice and support to whistleblowers and the victims of harassment and discrimination and will refer complaints to appropriate authorities, which may include the police and the Crime and Misconduct Commission.

APPLICATION

This policy applies to:

- GQL
- GQL officers/officials
- Club officers/officials
- Licence holders

DEFINITIONS

This policy adopts the terminology used in the *Racing Act 2002*. Schedule 3 of the *Racing Act 2002* contains a dictionary of words used in the *Racing Act 2002* and may be accessed via the internet at www.legislation.qld.gov.au, under the tab "R".

Discrimination – means an occurrence when a person is treated more or less favourably than another person would be under similar circumstances. Discrimination is unlawful when it is on the basis of a attribute described in the *Anti-Discrimination Act 1991* (i.e. sex, marital status, pregnancy, parental status, breastfeeding, age, race, impairment, religion, political belief or activity, lawful sexual activity, sexuality, gender identity, family responsibilities; or association with, or relation to, a person identified on the basis of any of the above attributes)

Officer – means a person employed by GQL and includes a control body member.

Official misconduct – generally means conduct that involves:

- behaviour which is dishonest or not impartial in the exercise of powers or authority – for example, soliciting or receiving benefits;
- behaviour which adversely affects or could adversely affect, directly or indirectly, the honest or impartial exercise of powers or authority – for example, allowing personal relationships to affect decisions or using sexual harassment to obtain a gain at the expense of the public;



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- a breach of trust placed in a person by reason of his or her employment – for example, to breach the confidentiality of a personal nature;
- misuse by any person of information or material acquired in connection with his or her employment, either for the benefit of the person or another person – for example,
- disclosing confidential or privileged information to an unauthorised other person; and
- behaviour which constitutes or could constitute a criminal offence or a disciplinary breach that provides reasonable grounds for termination of employment.

“Registration” wherever appearing in a policy or GQL rules of greyhound racing “registration” and its derivatives shall, with any necessary amendments, have the same meaning as “licence” and its derivatives in accordance with the *Racing Act 2002*.

Sexual harassment – means any unwanted, unwelcome or uninvited behaviour of a sexual nature that makes a person feel humiliated, intimidated or offended.

Whistleblower – means a person who discloses information about official misconduct, maladministration, negligent or improper management of public funds, reprisal, or danger to persons or the environment in the public interest to an authority that is able to investigate and remedy the matter.

PROCEDURES

Roles and responsibilities

GQL officers

In accordance with the Code of Conduct, all GQL officers:

- must maintain the highest standards of professionalism, probity, diligence and integrity;
- must ensure they understand their responsibilities under the Code of Conduct, Anti-Discrimination including Sexual Harassment Policy, draft Workplace Health and Safety Policy and Procedures and *Whistleblowers Protection Act 1994*; and
- have a duty to disclose breaches of the code, the policies or any official misconduct they may encounter.

GQL senior officers

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Made by Greyhounds Queensland Limited on 30 March 2006



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GQL senior officers must:

- model the highest standards of ethical behaviour, provide a work environment for their officers that is free of unsafe work practices, unlawful discrimination and harassment;
- regularly discuss the ethical standards and behaviour expected of officers; and
- act on any ethical or behavioural breaches they become aware of and provide support to officers who experience harassment or discrimination or who disclose official misconduct.

Review

This policy will be reviewed after two year's operation from its commencement.

This policy was reviewed by the GQL Board on 26 November 2008, with the policy to be further reviewed within two (2) years of this date or earlier as determined by the GQL Board.

Rules of racing

GQL rules of greyhound racing are not made to provide for the application of this policy.

Authority and other information

This policy was issued by the GQL on 30 March 2006 pursuant to the powers vested in the GQL by the *Racing Act 2002*.