

ANTI-DISCRIMINATION AND ANTI-HARASSMENT POLICY

1. Standards

- (a) No member shall infringe the rights of others to participate in the sport of pistol shooting free from discrimination or harassment, as defined by federal and state acts.
- (b) No member shall bring the Association or sport into disrepute because of discrimination or harassment.

2. Policy

- (a) Member clubs are encouraged to take reasonable steps to prevent harassment and discrimination and abuse in their activities, and uphold the Association's principles of enjoyable participation in shooting for all members.
- (b) Member clubs are encouraged to develop and implement a complaints procedure to deal with harassment and discrimination complaints.
- (c) In the event that a member cannot resolve a grievance on the grounds of discrimination or harassment within their club, the member may take up the issue with WAPA. WAPA will take assess and act on the complaint in either a formal or informal process as the circumstances require, in accordance with the Complaints Procedure. As provided by clause 22 of the WAPA Constitution, WAPA may subsequently discipline an affiliated club or member found to have breached the standards of this policy.
- (d) Any member so penalised shall have the right of appeal in accordance with clause 22 of the Constitution.
- (e) Confidentiality must be maintained.
- (f) Decisions must be impartial, transparent and capable of review.
- (g) Either party shall have the right to be represented.
- (h) Nothing in this policy and procedures shall affect the right of a member to seek redress through state and federal anti-discrimination bodies or a court of law.

3. Complaints Procedure

- (a) Informal Process
 - (i) Any WAPA committee person may hear a complaint. The person approached must clarify whether the complainant requests mediation or simply a conversation. If the former, the committee person shall attempt to mediate the issue or pass the complaint on to another committee person in a better position to act.

- (ii) The WAPA President shall be kept informed of the complaint and its resolution if any.
- (b) Formal Process
- (i) A complaint received in writing and pertaining to an issue of discrimination or harassment shall initiate the formal process.
- (ii) The WAPA President shall appoint a suitably impartial person from the committee or elsewhere to deal with the complaint as a complaint officer.
- (iii) The complaint officer shall initially attempt to resolve the complaint by mediation, unless this has already been attempted unsuccessfully or is not appropriate in the circumstances, for example if the complainant is too distressed to face the accused.
- (iv) If mediation fails or is not feasible the complaint officer must carry out an investigation, assisted if necessary by impartial individuals, to establish the facts and make a recommendation.
- (v) The investigation must be consistent with the principles of natural justice and should comprise the following steps:
- The complainant is interviewed and the complaint is documented in writing;
 - The allegations are conveyed to the accused in full;
 - The accused is given the opportunity to respond;
 - If there is a dispute over facts, statements from witnesses and other relevant evidence is gathered;
 - A report documenting the investigation process, the evidence, the finding and the recommended action is submitted to the WAPA committee;
 - The committee shall take appropriate action and apply penalties if warranted, which may include an apology, counselling, suspension, removal from office or expulsion.
- (vi) Both the complainant and the respondent have the right to appeal against the decision of the Committee. The appeal will be heard by an Appeals Tribunal in accordance with clause 22 of the Constitution.
- (vii) WAPA shall endeavour to recognise and respond to victimisation. Acts of victimisation shall be considered a separate complaint and may invoke further penalties.