



OUR POLICIES

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STAFF CODE OF CONDUCT

1. INTENT

SUSF is committed to demonstrating the highest standards of personal and professional conduct. The SUSF Code of Conduct outlines how SUSF expects all staff and volunteers to behave and conduct themselves in the workplace. There are also a number of obligations and standards set out in this Code of Conduct which are also found in legislation. All staff are expected to act with integrity which includes being aware of, and acting within, the laws that apply to their conduct at SUSF. This Code of Conduct applies in conjunction with other SUSF's Policies and Procedures and is in addition to any obligations, terms or conditions set out in a staff member's employment agreement or contract.

2. SCOPE

The Code of Conduct applies to all SUSF permanent (whether part-time or full-time), maximum term contract and casual staff as well as all SUSF contractors, sub-contractors and employees of labour hire companies who have been assigned to work for Sydney Uni Sport & Fitness and volunteers. For the purposes of this Code of Conduct these groups will be collectively deemed 'staff'.

3. POLICY

Personal and Professional Behaviour

In performing their duties and functions, all staff must:

- Be faithful and diligent, actively pursue SUSF's best interests, and at all times maintain reasonable ethical, professional and technical standards;
- Perform their duties diligently, conscientiously and to the highest standard;
- Maintain and develop knowledge and understanding of their area of expertise or professional field;
- Devote the whole of their time, attention and skill during normal working hours, and at other times as reasonably necessary, to their duties;
- Act within the spirit of SUSF's goals and mission statement;
- Treat students, SUSF members, members of the public and other staff members with respect, impartiality, courtesy and sensitivity;
- Not act in conflict with the best interests of SUSF;
- Not compete with SUSF;
- Not use SUSF property, information, or position for improper personal gain;
- Not, in performing their duties, accept any financial or other benefit except from SUSF or a related body entity of SUSF;
- Not conduct themselves in such a manner, whether during work hours or after work hours, which causes damage or potential damage to SUSF's property or reputation;
- Not use internet, email or voicemail at SUSF's workplace for excessive personal use or to view or to distribute inappropriate, offensive or illegal material;
- Not smoke at SUSF unless in an allocated area;
- Not possess, use or sell illicit drugs at any SUSF workplace;
- Not unlawfully discriminate, bully, harass or sexually harass another person;
- Respect the confidentiality of information entrusted to them in the course of their employment or engagement;
- Comply with SUSF's Work Health Safety Policy and all relevant health and safety laws;
- Take reasonable care for their own health and safety and the health and safety of others who may be affected by their acts and omissions at work;
- Take into account the environment when making business decisions;
- Dress appropriately for their role;



- Comply with SUSF policies and procedures as determined from time to time;
- Maintain a cooperative and collaborative approach to working relationships;
- Be prepared to take responsibility for making new staff feel welcome; and
- Comply with any legislative, industrial or administrative requirements.

Use of SUSF Resources, Facilities and Equipment

Staff must use all SUSF resources and equipment in an efficient manner. When using SUSF facilities staff must adhere to the SUSF Use of Facilities Policy.

SUSF mail, telephones (including mobile phones), equipment, computers, email and internet are provided for SUSF use. Excessive or unauthorised personal use of these facilities can lead to SUSF taking disciplinary actions against a staff member.

Under no circumstances is the SUSF internet, computers, equipment or networks to be accessed to view, circulate, save, download or otherwise have contact with pornography, gambling or any illegal activity. In addition, staff are required to adhere to the SUSF Use of Communication Technology Resources Policy.

Emails (including personal emails) remain the property of SUSF at all times and may be accessed under court orders, freedom of information requests and in accordance with the SUSF Use of Communication Technology Resources Policy.

Staff should be aware that SUSF will from time to time access its communication technology resources to ensure that the use of these resources by staff is appropriate.

Conflict of Interest

A conflict of interest refers to an actual, potential or perceived conflict between a staff member's duties to SUSF, and private or personal interests or relationships.

A conflict of interest can for example arise where the private or personal interests or relationships of a staff member could improperly influence the way in which they carry out their SUSF duties or make decisions in relation to their work.

Staff are to avoid any financial or other interests or undertakings that could directly or indirectly compromise the performance of their duties. All staff are responsible for identifying and declaring actual, potential or perceived conflicts of interest that apply to them and obtaining the consent of SUSF or directions as to how the conflict will be managed.

Declarations of conflicts of interest should be made to the staff members' relevant supervisor as soon as they are aware of the possibility of a conflict.

If a supervisor identifies a potential conflict of interest involving a member of staff that reports directly to them, the issue should be raised with the staff member concerned immediately. If it relates to a staff member in another department, then the matter should be raised with the relevant Senior Manager.

The supervisor should then liaise with the Human Resources Coordinator, the staff member/s concerned and where appropriate the Chief Executive Officer to ensure the conflict is managed in a transparent and appropriate manner.

Risk management strategies may include:

- Appointing an independent third party to review or oversee the intended action;
- Asking the individual to relinquish or quarantine their personal interests; or
- Removing the individual from the decision-making processes or duties in regard to the matters to which the conflict of interest relates until the conflict is resolved.



Gifts, Financial Transactions and Benefits

Conflicts of interest can also occur where a gift or benefit influences a staff member's decision at work due to a private interest or personal relationship with the parties involved. Gifts and benefits include any item, service, prize, hospitality or travel provided by a current or potential customer, client, applicant, supplier or external organisation, which has an intrinsic value and/or a value to the recipient, a member of their family, relation, friend or associate.

Examples include:

- Where a staff member participates in the purchasing or tender processes or contractual arrangements with an individual or firm where they have personal or private interests with the firm or individual;
- Receiving gifts from potential suppliers;
- Advocating or lobbying for the goods or services of a firm where one has a private interest;
- Seeking a discount on goods for personal use on the basis of being able to secure future SUSF business.

Staff must not solicit nor accept gifts, benefits, either for themselves or another person, which might in anyway directly or indirectly compromise or influence them in an official SUSF capacity or might appear to do so. Subject to this general principle, staff may only accept occasional gifts or benefits if they are satisfied that they cannot be compromised or be seen to be compromised by doing so.

Cash or gift vouchers must not under any circumstances be accepted from any third party which derives a commercial benefit from a contractual relationship with SUSF.

The viability of relevant procurement processes or agreements may be maintained where the conflict of interest is declared at the beginning of the transactional negotiations, and appropriate measures are maintained throughout the process.

For further information please see the SUSF Fraud, Corruption and Theft Policy.

Outside Employment

All staff are expected to devote their working time at SUSF to the service of SUSF in accordance with the terms and conditions of their employment agreement/contract and position description.

Employees of SUSF must ensure that any additional work conducted outside their hours of work at SUSF does not affect their work performance or conflict with their employment at SUSF in any way.

Unless SUSF otherwise agrees in writing, staff must not be directly or indirectly involved in any work with any person, firm, company, or entity which is engaged in business that is in competition with SUSF.

These obligations are in addition to any specific requirements specified in a staff member's employment agreement or contract.

Confidentiality

During the course of employment or engagement, information that is confidential to SUSF, its customers and suppliers may be made available to SUSF staff.

All information regarding SUSF's business, operations or business dealings and the business or business dealings of its suppliers and customers, which is commercially sensitive and not publicly available, is entirely confidential.

This includes but is not limited to:

- Customer lists or customer requirements;
- Athlete records and lists;
- Health records;
- SUSF member records;
- Price lists or pricing structures;
- Marketing, business development or sales information or proposals;
- Sponsorship proposals and agreements;



- Business plans, strategic plans, financial information and data;
- Contracts, details of the remuneration and performance assessment of SUSF's employees;
- Any document marked "confidential"; and
- Any information which you have been told is confidential or which you might reasonably expect that we or our suppliers, sponsors or customers would regard as confidential.

SUSF staff are required during their employment/engagement with SUSF and at all times after the termination of employment/engagement, to maintain the confidentiality of all confidential information. SUSF may also require from time to time for staff to sign additional non-disclosure agreements relating to confidentiality.

Staff must not at any time, either during your employment/engagement or after the termination of employment/engagement, for any reason:

1. Divulge or disclose, directly or indirectly, any of the confidential information without the prior written consent of SUSF;
2. Use or copy, or attempt to use or copy (including by electronic means), any confidential information,
3. other than in the proper performance of duties for SUSF or where required by law; or
4. Remove from SUSF premises any confidential information, unless specifically required for a particular work assignment, or with the express written consent of SUSF.

Staff must use best endeavours to prevent the unauthorised disclosure of any confidential information, and must immediately notify SUSF of any suspected or actual unauthorised disclosure or use of confidential information.

Use of SUSF Information

Staff must at all times:

- Maintain the integrity, confidentiality and privacy of SUSF records and information to which they have access in the course of their employment or engagement;
- Take all reasonable precautions to prevent unauthorised access to, or misuse of SUSF records and information; and
- Comply with the SUSF Privacy Policy.
- Staff must not:
 - Access or use SUSF records or information, including information on electronic systems and hardcopy files, other than for an authorised purpose; or
 - Destroy or authorise the destruction of material SUSF records or information except in accordance with legislation.

All SUSF staff handling personal or private information are required to comply with the Privacy Act 1988 and the SUSF Privacy Policy.

Under no circumstances are any staff members permitted to use personal information (such as contact details) provided to SUSF from members or stakeholders to contact individuals for reasons outside of the staff member's job description. This will be considered a breach of SUSF's Privacy Policy, the SUSF Code of Conduct and the staff member's employment agreement/contract. For example, staff must not do any of the following for reasons which are outside the staff member's job description:

- Contact a member or stakeholder or staff via social media mediums such as Facebook using details which have not been disclosed on a personal basis to the staff member; or
- Contact a member or stakeholder or staff via texting, phone or other communication using details which have not been disclosed on a personal basis to the staff member.

No smoking

No smoking is allowed on the University of Sydney Campus or by staff at any SUSF facilities besides the allocated areas. See the [Smoke-Free Environment Policy](#).



Alcohol and Illicit Substances

At no time is any staff member permitted to be under the influence or in possession of any illicit substances whilst on SUSF premises. If any staff are found to be in the workplace either affected by these substances or in possession of any such substances, disciplinary action may be taken and it may be considered serious misconduct.

If a staff member attends a work-related function where alcohol is served, a responsible approach to alcohol consumption must be taken, and any consumption must not adversely affect staff behaviour, performance or safety or the performance or safety of others. Disciplinary action may be taken if such conduct occurs.

SUSF Reputation and Public Comment

SUSF staff must not act in any way that could cause harm to the reputation of SUSF, its directors, members, athletes, staff, Clubs, sponsors or the University of Sydney.

Public comment on SUSF matters such as speaking to the media or writing “posts” on websites or letters to newspapers can only be made by spokespeople approved by the Chief Executive Officer.

All media enquiries should be referred to the Chief Executive Officer. For further guidance please refer to the SUSF Social Media Policy.

Reporting

If a staff member becomes aware of actual or potential breaches of this Code of Conduct, they should report it immediately. There are a number of avenues available to staff who wish to report actual or potential breaches of this Code of Conduct, including notifying:

- Their direct SUSF supervisor; or
- A SUSF senior manager; or
- The SUSF Human Resources Manager; or
- Legal Counsel
- The SUSF Chief Executive Officer.

Compliance and Breach

All SUSF staff are required to comply with the obligations set out in this Code of Conduct. While SUSF requires staff to comply with these standards, the Code does not form part of any staff member’s contract of employment or engagement and does not create contractual obligations that are binding on SUSF. SUSF may amend any aspect of this Code at any time in its absolute discretion.

Depending on the circumstances, a breach of this conduct may constitute misconduct or serious misconduct. Breaches of this Code of Conduct may also lead to criminal or civil proceedings or to disciplinary action, which may include but is not limited to warnings, dismissal, demotion or suspension.

Breach

Complaints regarding breaches of the Code of Conduct will be dealt with in accordance with the Complaints Resolution Policy.



4. ABOUT THIS POLICY

All individuals subject to this Policy are required to comply with its terms. However, to the extent this Policy describes benefits or entitlements provided by SUSF; these are discretionary in nature and are not intended to be contractual or binding on SUSF.

Subject	Staff Code of Conduct Policy
Authorised by	Chief Executive Officer
Contact	HR Department
Version	1.0
Commencement	01 January 2020
Next review	01 July 2021



SPORTING CODE OF CONDUCT

1. INTENT

SUSF is committed to demonstrating the highest standards of personal, professional and athletic conduct.

Athletes, coaches and sporting officials represent SUSF during training and competition. This representation carries with it great opportunities and commensurate responsibilities and obligations. Ignorance of those responsibilities can damage the individual, SUSF and the team the athlete represents.

This Code of Conduct (Code) has been prepared to provide a clear framework for Athletes, coaches and sporting officials within which to act responsibly in the pursuit of athletic excellence.

Any person may make a report regarding any Athletes, coaches and sporting official's behaviour.

The Code provides sanctions for unacceptable behaviours and attitudes.

This policy may be amended from time to time.

2. SCOPE

The Code of Conduct applies to:

- All SUSF Elite Athlete Program scholars and any other person training with an SUSF club or program or representing a team associated with SUSF (Athlete); and
- All coaches, officials and volunteers associated with an SUSF club or program or representing a team associated with SUSF.
- Contractors

It is in addition to any individual employment, scholarship, volunteer or other agreement that a person may have with club which may detail further terms and conditions as well as obligations.

The Code will extend throughout the entirety of an Athlete's, coaches or official's association with SUSF. When representation of other sports organisations occurs it is the responsibility of the Athlete to be aware of that organisation's code of conduct (or ethical standards) and the Code and observe that which will afford the highest standard.

The standards are expressed, in some instances, in general terms in order that they can be applied to Athletes engaged in a variety of sports.

3. POLICY

General

Athletes, coaches and officials must at all times:

- Conduct themselves in a proper and professional manner so as not to bring themselves or SUSF into disrepute;
- Conduct themselves in a manner beneficial to SUSF and in a way that brings credit to SUSF;
- Conduct themselves so as to obtain and maintain the best possible mental and physical fitness and health to perform to the highest possible athletic standard;
- Behave in a respectful manner in one's private life as well as when associated with SUSF at sporting competitions and events. At all times consider the required discretion and make judgements in all regards to ensure the



Athlete's, coaches and officials sport, SUSF, staff, sponsors, key stakeholders and supporters of SUSF are not undermined or brought into disrepute by an Athlete's actions;

- Show respect for others, equipment, public property and facilities;
- Ensure their decisions and actions contribute to a harassment-free environment;
- Refrain from any form of assault, discrimination, bullying, abuse or harassment;
- Be aware of the impact of group behaviour on others and refrain from doing anything to unduly interfere with other people's ability to socialise or enjoy facilities or events;
- Be transparent in the use of scholarship and other financial resources that have been provided to support their involvement in sporting activities;
- Not engage in any unlawful conduct or any form of physical violence, provoked or otherwise;
- Not use insulting, provocative, obscene, offensive or hateful language; and
- Abide by any policy or procedure required by SUSF from time to time including but not limited to the SUSF WHS system.

Alcohol, Drugs and Smoking

Athletes, coaches and officials must:

- Not at any time present for training or competition evidencing consumption of alcohol or affected by illicit drugs of addiction;
- Not engage in excessive use of alcohol and/or other drugs that leads to behaviour that is deemed unlawful, creates a public nuisance, and/or public disturbance, and/or disturbance to a fellow Athlete, coach, team manager or other sporting official;
- Not consume alcohol on board any vehicle whilst travelling, training or competing with or for SUSF;
- If attending a function associated with their chosen sport or SUSF where alcohol is served a responsible approach to alcohol consumption must be taken. Any consumption must not adversely affect the athlete's behaviour, performance or safety or the performance or safety of others;
- Refrain from engaging in group drinking games which involve bullying or peer pressure to consume excessive amounts of alcohol; and
- Not smoke whilst at SUSF facilities or events.

Anti-doping and Education

Athletes, coaches and official must:

- Comply with any educational directives of SUSF regarding drugs in sport;
- Not consume nor encourage the consumption of drugs, stimulants or other substances with a view to modifying or altering their own or another person's growth or performance and to abide by the anti-doping and sport supplement policies of the Athletes, coach or official's chosen sport, WADA and the ASADA as amended from time to time;
- (Athletes) take full responsibility, in the context of anti-doping, for what they ingest, use and possess; and
- Comply with all obligations under the SUSF Supplement Policy.

Match-fixing

Athletes, coaches and officials must:

- Not bet, directly or indirectly, on any event which the Athlete, coach or official participates or has inside information or knowledge not available to the general public ;
- Not offer or receive any bribe or inducement and not do or fail to do any act in any event the Athlete plays which causes the result to be determined otherwise than on its merits;
- Not share sensitive information that is unavailable to the general public, ie information about player injuries; and
- Report any person who attempts to have a match fixed (see "Reporting and investigation").



SUSF Reputation and Public Comment

Athletes, coaches and officials must not make any public or media comment which is detrimental to the interests of SUSF. This includes but is not limited to commenting negatively about:

- SUSF and associated entities;
- An event the Athlete, coach or official is participating in;
- SUSF Sponsors;
- Officials;
- Competitors; or
- Fellow athletes, coaches, team managers and/or team officials.

When using social media, which includes, but is not limited to:

- Social networking sites e.g. Facebook, Instagram, Snapchat, MySpace, Friendster;
- Video and photo sharing websites e.g. Flickr, YouTube, Vine;
- All photographs, video and audio 'material' posted onto social media or the internet;
- Micro-blogging sites e.g. Twitter;
- Weblogs, including corporate blogs, personal blogs or blogs hosted by traditional media publications such as smh.com.au;
- Forums and discussion boards such as Whirlpool, Yahoo! Groups or Google Groups; and
- Online encyclopaedias such as Wikipedia and any other websites that allow individual users or companies to use simple publishing tools;

All Athletes, coaches and officials must:

- Ensure communication all times conform to the values set out in the Code, is dignified and in good taste, and not contain vulgar or obscene words or images;
- Not imply that any personal comments are endorsed in any way by SUSF or an SUSF club or falsely represent any other person;
- Not participate in social media networks in such a way that harasses, defames, discriminates or treats unfairly or inappropriately any stakeholder of SUSF;
- Not communicate frustration at a referee, Athlete, team-mate, coach, competitor or sporting body via social network channels.
- Not speak for or post images on behalf of or related to SUSF business operations, marketing campaigns, facilities, membership, Athletes, coaches or officials or media coverage without the express prior approval of SUSF;
- Not use the SUSF logo or trademark;
- Not give out personal details, locations, confidential information or other content including images the Athlete, coach or official does not have permission to publish;
- Only represent their own views and not impersonate others;
- Be responsible for obtaining, where applicable, the consent of any other persons appearing in any still or moving images posted;
- Always use social network forums to add value and promote the Athlete's, coaches or official's sport in a positive way.



Training, Competition and Representation

Athletes, coaches and officials must:

- Attend all team meetings, training sessions, competitions, matches, events and instruction sessions as directed;
- Obey the officials, rules and spirit of their chosen sport;
- Obey instructions from staff, club, team or match officials and accept decisions made by them;
- Behave in a fair and sporting manner at training sessions, matches and events;
- Support other Athletes, team and club members in a positive way. Encourage fellow Athletes, club and team members to strive for their best and to follow the rules and officials decisions;
- Control their temper;
- Work equally hard for him or herself and their team;
- Treat all participants in the sport as the Athlete, would like to be treated;
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, ethnic origin, cultural background or religion;
- Observe and comply with all reasonable directions given by a team official, manager or coach, SUSF and/or its constituent club officials;
- Wear the approved uniform in all events when participating under the name of SUSF and/or its constituent clubs, including any official events in which the uniform is required;
- Not disrupt the training or competition opportunities of others;
- Not verbally abuse or sledge officials or other athletes, coaches or officials; and
- Not deliberately provoke, bully or take unfair advantage of another competitor.

Travel

When travelling with a team or for a competition representing SUSF in any way Athletes, coaches, officials and must:

- Attend all team meetings, training sessions, competitions, matches, events and instruction sessions as directed;
- Comply with all reasonable requirements relating to preparation for matches, attendance at functions and promotion activities, behaviour and dress;
- Communicate in a timely manner with coaches and managers any difficulty attending training sessions, matches and competitions;
- Travel and stay with the SUSF team for the tour/event dates and in the manner determined or approved by SUSF or as directed by the team official;
- Pay for any costs incurred as a result of withdrawing from the team related to the cancellation of prearranged transport and accommodation;
- Obey instructions and requests from staff at the team accommodation, whilst respecting other guests and residents;
- Recognise the importance of respecting other team mates' right to privacy and the privacy of anyone else in the accommodation;
- Recognise that accommodation corridors, elevators, foyers and recreational areas are shared by all guests and that the need to respect people's privacy extends to these areas;
- Report any injuries to the required team official and carry out any reasonable instructions as a result of the injury;
- Keep the required team official up to date with their whereabouts at all times;
- Adhere to the required payments associated with the event, specified through the deadlines set by team officials; and
- Abide by any other Code of Conduct as determined by the event or competition organisers.



Reporting and Investigation

If any Athlete, team/club official, SUSF staff or SUSF member becomes aware of actual or potential breaches of this Code, they should be reported immediately to either the SUSF:

- High Performance Manager;
- High Performance Coordinator;
- Elite Athlete Program Manager;
- Human Resources Manager; or
- Legal Counsel
- Chief Executive Officer.

SUSF will then investigate the matter and may consult affected/interested parties including the Athlete about their participation in any investigation regarding a breach of the Code.

If the alleged breach occurs during the representation of other sports organisations or during an event with an additional disciplinary procedure the Athlete, coaches and officials may also be subject to that event and/or organizations investigative and disciplinary procedure.

Breach

Athletes, coaches, volunteers and officials will be held responsible for all breaches of this Code.

SUSF after investigation will determine the severity of the breach and disciplinary action including but not limited to the following may be taken:

- An oral or written reprimand;
- Issuing of a first and final written warning;
- A direction to undergo counselling for a specified period;
- Disqualification from selection to represent SUSF or train with SUSF for a specific period of which can include a permanent ban;
- An Athlete be made ineligible to receive the direct or indirect (including financial and non-financial) assistance from SUSF for a specified period, which may be permanent;
- The Athlete, coach, official or volunteer be held responsible for financial loss or damage caused by the by their conduct or breach of this Code;
- Except for counselling purposes, the Athlete, coach, official or volunteer be permanently banned from using the facilities and services of SUSF;
- The Athlete, coach, official or volunteer have their SUSF awards withdrawn permanently;
- Termination or suspension of SUSF annual membership;
- Termination of a relevant employment or scholarship agreement with SUSF; and/or
- The application any other appropriate sanction as determined by SUSF.



5. ABOUT THIS POLICY

All individuals subject to this Policy are required to comply with its terms. However, to the extent this Policy describes benefits or entitlements provided by SUSF; these are discretionary in nature and are not intended to be contractual or binding on SUSF.

Subject	SUSF Sporting Code of Conduct
Authorised by	Chief Executive Officer
Contact	Human Resources
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Commencement	01 January 2020
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EMPLOYEE AND VOLUNTEER POLICY

1. INTENT

Sydney University Sport (A.B.N. 96 121 520 371) trading as Sydney Uni Sport & Fitness (SUSF) is a sport and fitness organisation comprising of sport and recreation clubs, top-level sporting and fitness facilities, sport and recreation programs and as the offering of scholarships as part of the SUSF Elite Athlete Program.

SUSF and its related entities (We or Us) consider the privacy and protection of your Personal Information as important, and are committed to handling your Personal Information in accordance with the Privacy Act 1988 (Cth) and other applicable laws which set out clear standards for the collection, access, storage, use and disclosure of your Personal Information.

2. SCOPE

This Policy:

1. deals with SUSF's collection, use and disclosure of personal information about our current and former employees (referred to as 'SUSF Staff') – see Sections 2 to 7 below; and
2. sets out certain obligations with respect to privacy that apply to all employees, contractors, subcontractors, volunteers and work experience students who perform work for SUSF and any employees of labour hire companies who have been assigned to work for SUSF (Workers) – see Sections 8 and 9 below. By submitting any Personal Information to SUSF, SUSF Staff are accepting and consenting to the practices described in this Policy.

Please refer to the SUSF Privacy Policy for information on how SUSF deals with privacy in respect of individuals other than current or former employees.

Employee Records: Outside the scope of this policy

From time to time, SUSF collects, uses and discloses personal information whilst relying on exemptions under the Privacy Act. One of these exemptions applies to an act or practice of SUSF which is directly related to:

- a current or former employment relationship between SUSF and an individual; and
- a record of Personal Information relating to the employment of the individual. Some examples include:
 1. health information about the employee;
 2. personal information about all or any of the following:
 - (i) the engagement, training, disciplining or resignation of the employee;
 - (ii) the termination of the employment of the employee;
 - (iii) the terms and conditions of employment of the employee;
 - (iv) the employee's personal and emergency contact details;
 - (v) the employee's performance or conduct;
 - (vi) the employee's hours of employment;
 - (vii) the employee's salary or wages;
 - (viii) the employee's membership of a professional or trade association;
 - (ix) the employee's trade union membership;
 - (x) the employee's recreation, long service, sick, personal, maternity, paternity or other leave;
 - (xi) the employee's taxation, banking or superannuation affairs.

Accordingly, this Policy only relates to records which do not fall within this exemption, and nothing in this Policy is intended to limit the application of this exemption to SUSF in any way.



3. POLICY

Consent

It is a condition of employment that employees consent to:

1. SUSF (or its related or affiliated entities) collecting, using and storing personal information and sensitive information (including health information) in accordance with legislation; and
2. SUSF disclosing the employee's personal information and sensitive information (including health information) to other persons for reasons relating to the employment or for SUSF's business requirements (including those persons set out in Section 5 below).

Collection of Personal Information

Personal information in relation to SUSF Staff will only be collected by SUSF by means that are permissible under applicable laws.

In addition to the employee records listed above, we may collect and retain personal information about SUSF Staff including identification documentation (which may include birth certificates, passports, driver's licenses, ID cards, financial or credit information, bills, electoral roll

information, rental agreements, credit cards and citizenship certificates), photographs, qualifications, criminal record and background checks, health information, employment and education history, resumes, references, Working With Children details, photographs and CCTV footage.

We may receive this information from SUSF Staff directly and we may also receive such information about SUSF Staff from third parties such as past employers, superannuation funds, insurers, medical or occupational practitioners, or other external service providers.

We collect and retain personal information from SUSF Staff in order to run our business and operations, fulfill our obligations, provide specific services, meet legal employment obligations, communicate with SUSF Staff, manage our relationships with SUSF Staff, administer the employment or termination of SUSF Staff and maintain and update our records.

Use and disclosure of Personal Information

We may disclose SUSF Staff personal information to other parties including related entities and affiliates of SUSF (including clubs), the University of Sydney and its affiliates and related entities, IT contractors, third party service providers, the Australian Taxation Office, superannuation fund trustees and administrators, contractors, bankers, insurers, medical or occupational practitioners, investigators, financial and legal advisers, potential purchasers on sale of business, law enforcement bodies and regulatory authorities.

We are not likely to disclose any personal information of SUSF Staff to overseas recipients.

Storage and Access to Personal Information

We will take reasonable steps to ensure personal information that is collected is relevant and not excessive, and that it is accurate, up to date and complete.

We will take reasonable steps to ensure that personal information about SUSF Staff is held securely. Requests for access to view any personal information (for example to keep the information up to date or correct it) should be directed to privacy@sport.usyd.edu.au for consideration. In each case, SUSF will determine whether it is appropriate for access to be provided.



Complaints about Privacy

SUSF Staff are entitled to complain if they believe that their privacy has been compromised or if We have breached the relevant legislation. Complaints should be directed to:

Privacy Complaints SUSF Commercial & Regulatory Department University Sports & Aquatic Centre Building G09 The University of Sydney NSW 2006 We will endeavor to respond in writing as quickly as possible, informing you of our decision in relation to your complaint.

Compliance with SUSF Privacy Policy

SUSF requires all Workers to comply with the SUSF Privacy Policy at all times which is available [here](#).

In particular, all personal information that comes to the knowledge or possession of a Worker in the course of their work with SUSF must be handled in accordance with the SUSF Privacy Policy. Workers must only collect, access, use or disclose personal information of others on behalf of SUSF to the extent it is necessary to do so during the course of their employment and in accordance with their duties. Workers must not collect, access, use or disclose personal information on behalf of SUSF for any other reason.

This Policy does not in any way limit or affect the obligations of Workers in relation to confidentiality, privacy and related matters, however arising.

Failure to comply with these obligations may lead to SUSF taking disciplinary action against a Worker.

Receiving Inquiries for contact details

If a Worker receives an enquiry for the contact details of a person working in or associated with SUSF and that Worker has access to their contact details, they should pass the message on to the person, leaving it to them to decide whether they want to reply. The Worker should let the inquirer know that this has occurred.

4. RELATED POLICIES, PROCEDURES AND FORMS

SUSF Privacy Policy

5. ABOUT THIS POLICY

Subject	Privacy
Authorised by	Chief Executive Officer
Contact	Human Resources
Version	1.0
Commencement	01 January 2020
Next review	01 July 2020



BULLYING POLICY

1. INTENT

To detail the Bullying Policy of Sydney Uni Sport & Fitness.

2. SCOPE

This Policy applies to all employees, contractors, subcontractors, employees of contractors or subcontractors, employees of labour hire companies who have been assigned to work for Sydney Uni Sport & Fitness, volunteers and students (including work experience students) (**Workers**).

This Policy applies to those Workers referred to above at all properties, buildings or other areas owned, controlled or leased by Sydney Uni Sport & Fitness as well as any other grounds or locations at which Workers will perform duties for Sydney Uni Sport & Fitness.

3. POLICY

Sydney Uni Sport & Fitness believes that all Workers are entitled to a safe and healthy working environment and to that end, Sydney Uni Sport & Fitness will not tolerate bullying.

For the purposes of this Policy, the following definitions are relevant.

Repeated behaviour refers to the persistent nature of the behaviour and can refer to a range of behaviours over time.

Unreasonable behaviour means behaviour that a reasonable person, having regard to all the circumstances, would see as unreasonable, including behaviour that is victimising, humiliating, intimidating or threatening.

Although a single incident of unreasonable behaviour is not considered to be workplace bullying, it may also present a risk to health and safety and will not be tolerated.

Bullying

Bullying means repeated and unreasonable behaviour directed towards a Worker, or a group of Workers, that creates a risk to health and safety. Examples of bullying behaviour, whether intentional or unintentional, that may be considered to be bullying includes:

1. abusive, insulting or offensive language or comments;
2. unjustified criticism or complaints;
3. continuously and deliberately excluding someone from workplace activities;
4. withholding information that is vital for effective work performance;
5. setting unreasonable timelines or constantly changing deadlines;
6. setting tasks that are unreasonably below or beyond a person's skill level;
7. denying access to information, supervision, consultation or resources such that it has a detriment to the Worker;
8. spreading misinformation or malicious rumours;
9. changing work arrangements, such as rosters and leave, to deliberately inconvenience a particular Worker or Workers; and
10. excessive scrutiny at work.

There is a potential for workplace bullying to occur in any forum where people work together including but not limited to, face to face, gossip, email, text messaging, internet chat rooms and social media platforms. As such, any method of communication through which bullying can occur will fall within the scope of this Policy.



The policy also applies to all conduct that occurs:

- in the workplace;
- in connection with work, even if it occurs outside of normal working hours;
- during work activities, such as when dealing with customers or suppliers; and
- at work-related events, including sports camps, conferences and work related social functions.

Low level workplace conflict, such as differences of opinion and disagreements, are generally not workplace bullying.

Reasonable management action will not constitute workplace bullying when the action is taken by management in a reasonable way.

Reasonable management action

Reasonable management action includes, but is not limited to, the following:

- setting reasonable performance goals and deadlines;
- allocating working hours where the requirements are reasonable;
- transferring a Worker for operational reasons;
- deciding not to promote a Worker in circumstances where a reasonable process is followed and documented;
- discussing a Worker's unsatisfactory performance with the Worker;
- discussing a Worker's inappropriate behaviour in an objective and confidential manner;
- implementing organisational change or restructuring;
- termination of employment or engagement of a Worker;
- performance management programs; and
- setting reasonable performance standards (for example, when coaches provide strong encouragement and advice to athletes or when a manager at the Swim School directs a worker to leave the pool in front of parents for reasons related to a child's safety in the pool).

Responsibility of workers

Sydney Uni Sport & Fitness expects Workers:

- not to engage in bullying conduct;
- not to aid, abet or encourage others to engage in bullying;
- to behave in a responsible and professional manner;
- to treat others in the workplace with courtesy and respect;
- to listen and respond appropriately to the views and concerns of others; and
- to be fair and honest in their dealings with others.

Managing workplace bullying

If a Worker believes they have been subject to bullying, the Worker should follow the procedures set out in the SUSF Complaints Resolution Policy.

General matters

Workers will not be victimised or treated unfairly for raising a matter.

That being said, if a matter raised is vexatious or false, the Worker may be subject to disciplinary action up to and including the termination of employment or engagement.

Contact

Any queries about bullying should be directed to Human Resources or the Human Resources Manager.



Breach

Failure to comply with this Policy may result in disciplinary action up to and including termination of employment and/or engagement. Victimisation of, or detrimental action towards, any person who raises a complaint of bullying in accordance with this Policy will be treated seriously, and may also result in disciplinary action up to including the termination of employment or engagement.

4. ABOUT THIS POLICY

All individuals subject to this Policy are required to comply with its terms. However, to the extent this Policy describes benefits or entitlements provided by SUSF; these are discretionary in nature and are not intended to be contractual or binding on SUSF.

Subject	Bullying Policy
Authorised by	Chief Executive Officer
Contact	HR Department
Version	1.0
Commencement	01 January 2020
Next review	01 July 2021



DISCRIMINATION & HARASSMENT POLICY

1. INTENT

To detail Sydney Uni Sport & Fitness' policy on harassment, discrimination, vilification and victimisation. This Policy should be read in conjunction with Sydney Uni Sport & Fitness' Staff Complaints Resolution Policy and Bullying Policy.

2. SCOPE

This Policy applies to all employees, contractors, subcontractors, volunteers, and work experience students who perform work for Sydney Uni Sport & Fitness and any employees of labour hire companies who have been assigned to work for Sydney Uni Sport & Fitness (Workers). This Policy applies to those Workers referred to above at all properties, buildings or other areas owned, controlled or leased by Sydney Uni Sport & Fitness as well as any other grounds or locations at which Workers will perform duties for Sydney Uni Sport & Fitness.

3. POLICY

Sydney Uni Sport & Fitness seeks to provide Workers with an environment which is free from harassment, discrimination, vilification and victimisation and to that end, Sydney Uni Sport & Fitness will not tolerate such conduct. Workers found to have engaged in conduct referred to below may be subject to disciplinary action up to and including termination of employment or engagement.

In addition to that which is set out in the 'Scope' section of this Policy, this Policy will also apply to Workers in the following circumstances:

- when performing any duties in connection with work, even if such duties are performed outside normal working hours or away from a Worker's usual place of work (for example, when a Worker is travelling to the Australian University Games);
- during work activities (for example, when engaging with customers or other Workers);
- at work related events, even if such events are held away from a Worker's usual place of work (for example, networking events and/or social functions); and
- when engaging on social media platforms in any way that has a connection or potential connection with Sydney Uni Sport & Fitness or its Workers or customers (for example, on Twitter, Facebook or Instagram).

Obligations of Workers

Sydney Uni Sport & Fitness recognises that it, and its Workers, have obligations to assist in the creation and maintenance of an environment free from harassment, discrimination, vilification and victimisation and to that end, Sydney Uni Sport & Fitness requires that Workers must:

1. comply with relevant legislation, including but not limited to, the Anti-Discrimination Act 1977 (NSW), federal discrimination legislation and the Fair Work Act 2009 (Cth);
2. be familiar with and comply with this Policy;
3. not engage, encourage or assist others to engage in, conduct which constitutes harassment, discrimination, vilification or victimisation; and
4. report any conduct which is inconsistent with the relevant legislation or this Policy to the Human Resources Manager.



Discrimination

Discrimination takes place when a person is treated unfairly or less favourably in certain contexts (such as employment) because that person belongs to, or is associated with, a particular group of people, or that person has a personal characteristic or attribute protected by the law. In New South Wales, there are a number of grounds and attributes on which it is unlawful to discriminate against someone, including the following:

1. disability;
2. sex;
3. race;
4. age;
5. carer's or family responsibilities;
6. pregnancy and potential pregnancy;
7. breastfeeding;
8. marital or domestic status;
9. sexual orientation and lawful sexual activity;
10. gender identity, intersex status, transgender or transsexual status; and
11. infectious diseases.

There are two types of discrimination – *direct discrimination* and *indirect discrimination*.

Direct discrimination takes place when a person is treated less favourably than another person, in similar circumstances, because of one of the grounds or attributes listed above. Depending on the circumstances, some examples may include:

- offensive jokes about a work colleague's race, sex, disability etc;
- displaying pictures or screen savers in the workplace which are derogatory towards older people;
- repeatedly asking a work colleague personal questions about their sex life;
- expressing negative stereotypes about groups of people based on their race etc.

Indirect discrimination takes place when there is an unreasonable condition or requirement with which a high proportion of people with a ground or attribute listed above cannot comply. Depending on the circumstances, some examples may include:

- Failing to provide ramp access to a workplace where one of the employees uses a wheelchair;
- Failing to promote a part-time because of their non-attendance at team meetings which take place on their non-work days.

The legislation sets out certain exceptions to discriminatory conduct. For example, it is not unlawful to discriminate against a person on the grounds of their disability if they are unable to perform the inherent requirements of the job.

Harassment

Harassment is conduct in certain contexts (such as employment) that is:

1. unwanted;
2. offends, humiliates or intimidates; or
3. creates a hostile environment,

on the basis of the grounds and characteristics specified above.

Harassment may be a single incident or a prolonged pattern of behaviour. It may be unintentional or deliberate. Depending on the circumstances, examples of harassment may include:

1. telling insulting jokes about particular racial groups;
2. making derogatory comments or taunts about someone's religion or sexuality;
3. offensive communications about transsexuals; or
4. mocking cultures or customs.



Some types of harassment, such as physical assault and/or stalking, may also constitute crimes under relevant legislation. Legitimate and reasonable feedback provided to Workers about work performance or work related behaviour does not generally constitute harassment, including in the following instances:

1. requesting a Worker to repeat a task;
2. requesting a Worker to turn up for work;
3. counselling a Worker in respect of unjustified absenteeism or failing to notify an absence from work;
4. requesting a Worker to carry out a lawful and reasonable direction;
5. undertaking disciplinary action;
6. undertaking an investigation in respect of conduct at work;
7. engaging in discussions about behaviour or work performance; and
8. monitoring a Worker's performance or workplace behaviour.

Sexual harassment

Sexual harassment is any form of behaviour that:

- is an unwelcome sexual advance, or an unwelcome request for sexual favours, to the person harassed; or
- is other unwelcome conduct of a sexual nature in relation to the person harassed,

in circumstances where a reasonable person, having regard to all the circumstances, would have anticipated the possibility that the person harassed would be offended, humiliated or intimidated by this behaviour. Depending on the circumstances, the types of conduct which may constitute sexual harassment include:

1. sexual comments, including questions about a person's sex life, propositions and comments about a person's body or appearance;
2. exposure to sexually explicit magazines, posters recordings, emails or SMS messages;
3. sexually suggestive jokes or obscene language;
4. intrusive invitations to go out socially;
5. intrusive questions about someone's personal life;
6. requests for sex;
7. sexual touching, including hugging, kissing, squeezing, massaging;
8. staring or leering at a person's physical features; and
9. conduct that could also be a criminal offence, including assault, indecent exposure and stalking.

Vilification

Vilification is a public act that could incite or encourage hatred, serious contempt or severe ridicule toward people because of their race, colour, nationality, descent, ethnic-religious or national origin, homosexuality, HIV or AIDS status or transgender status. This includes vilification because a person is thought to be lesbian, gay or transgender, even if they are not, or thought to have HIV or AIDS, even if they don't. Depending on the circumstances, examples of vilification may include:

1. remarks in a newspaper, journal or other publication;
2. remarks on radio or television;
3. material on the internet, including social networking sites such as Facebook;
4. graffiti;
5. putting up posters or stickers;
6. verbal abuse;
7. making speeches or statements;
8. making gestures in a public space; or
9. wearing badges or clothes with slogans on them



Victimisation

Victimisation occurs when a person performs or threatens to carry out an act to the detriment of another person because that person has:

1. made, or proposes to make, a complaint about discrimination or harassment;
2. been involved in another person's complaint of discrimination or harassment (e.g. as a witness); or
3. reasonably asserted their rights under this Policy or discrimination laws.

Depending on the circumstances, examples of detriment may include termination of employment, failure to promote, transfer, demotion, disparaging comments or being subject to gossip.

Liability

Workers may be held personally liable for conduct engaged in by them. Workers can also be held liable as an accessory if they fail to take steps to prevent conduct occurring. Finally, depending on the circumstances, SUSF can be held vicariously liable for the conduct of its employees.

Reporting

Any Worker who experiences or witnesses discrimination, harassment, vilification or victimisation contrary to this Policy should raise the matter with their direct manager. The Sydney Uni Sport & Fitness' Staff Complaints Resolution Policy will apply to any complaints that are made, and Workers should refer to this Procedure which sets out the steps involved. Despite the above, Workers found to have made frivolous or vexatious claims may be subject to disciplinary action up to and including termination of employment or engagement.

4. ABOUT THIS POLICY

All individuals subject to this Policy are required to comply with its terms. However, to the extent this Policy describes benefits or entitlements provided by SUSF; these are discretionary in nature and are not intended to be contractual or binding on SUSF.

Subject	Discrimination and Harassment Policy
Authorised by	Chief Executive Officer
Contact	HR Department
Version	1.0
Commencement	01 January 2020
Next review	01 July 2021



CHILD PROTECTION POLICY

1. INTENT

Sydney Uni Sport & Fitness (SUSF) is firmly committed to the protection of children and young people. In accordance with legislation and principles for child protection and intervention, this Policy aims to assist our personnel in recognising and reporting child abuse.

2. SCOPE

This policy applies to all employees, athletes, coaches, club officials, sub-contractors, contractors, labour-hire employees, work experience students and volunteers of SUSF (SUSF Personnel). This policy relates to the responsibilities of SUSF Personnel in relation to the welfare of children (under 16 years) and young people (aged 16-17 years) in the course of their work.

All SUSF Personnel have obligations in relation to child protection and intervention. Failure to adhere to this policy may result, in the case of employees and volunteers, in disciplinary action, or the ending of a contractor's agreement with SUSF.

3. KEY RESPONSIBILITIES

All SUSF Personnel are required to:

- Report any allegations or reasonable suspicions of child abuse against any other person (including other SUSF Personnel) in accordance with this Policy and legislative requirements.
- Comply with and demonstrate awareness and understanding of this policy and the responsibilities arising from it.
- Provide SUSF with all documentation required for SUSF to comply with legislative requirements regarding Working with Children Checks and other child protection obligations.
- Demonstrate awareness of the magnitude and importance of the issue of child protection in a sport and recreation environment.
- Demonstrate awareness of the definitions and indicators of child abuse, and participate in training and other actions by SUSF to support this knowledge.
- Comply with any directions or guidelines issued by SUSF from time to time in relation to child protection, including a request to participate in an investigation into alleged conduct.
- Be conscious of the need for confidentiality, sensitivity and discretion when reporting allegations. The confidentiality of all parties must be considered i.e.: the victim/s, the individual/s making the allegation and the alleged offender/s.

4. WORKING WITH CHILDREN CHECKS

NSW legislation aims to reduce the risk of abuse to children by establishing the Working with Children Check.

This Check is a screening mechanism to reduce the likelihood that unsuitable people become engaged in child-related work (i.e. work that involves physical or face-to-face contact with children or young people, whether paid or unpaid). The Check includes a national police check and review of findings of misconduct involving children.

SUSF requires all SUSF Personnel involved in child-related work to undergo this check in order to comply with legislative requirements. SUSF may at its discretion ask Personnel not directly involved in child-related work to also undergo this check.



Prior to commencing employment or engagement, all prospective SUSF Personnel must provide SUSF with their existing clearance number or obtain a new clearance number. This includes all employees in child-related roles, including those working in supervised environments such as teams or groups. Certain exemptions apply under the legislation.

If any existing or prospective SUSF Personnel do not obtain a clearance under the Working with Children Check, SUSF will not engage that person in child-related work or will remove them from such work.

Human Resources is responsible for administering Working with Children Check procedures as they relate to SUSF Personnel.

5. DEFINING CHILD ABUSE

Child abuse can occur when a person does something harmful to a child or young person, or does not provide for or protect, a child or young person. Child abuse can cause long-lasting emotional, physical and behavioural damage.

Sport and recreation is a particularly vulnerable area for potential child abuse because it:

- involves a large number of people under the age of 18;
- can involve overnight activities and trips without parental supervision (such as training camps or competitions); and
- often involves close relationships between adults and children/young people, where the adults are in positions of trust and able to assert authority and power over children/young people.

There are differing types and degrees of child abuse that can create serious setbacks to a child's enjoyment of, and participation in, sport and recreation activities.

Physical abuse

Physical abuse is the non-accidental injury to a child/young person by a parent, caregiver or another person.

Sexual abuse

Child sexual abuse is any sexual act or sexual threat imposed upon a child/young person. Adults who commit child sexual abuse exploit the dependency and immaturity of children/young people. Pressure, either physical or psychological, is usually present in child sexual abuse.

Emotional abuse

Emotional abuse encompasses a range of behaviours that can destroy the confidence of a child/young person and result in significant emotional deprivation or trauma. Emotional abuse involves the impairment of a child's social, emotional, cognitive and intellectual development and/or disturbance of a child's behaviour.

Neglect

Neglect occurs when a child/young person is harmed by the failure of a parent, caregiver or another adult person to provide them with the basic physical and emotional necessities of life, e.g. food, clothing, shelter, emotional security, medical care and adequate supervision. Neglect is characterised as a continuum of omissions in caregiving.

Domestic violence

Domestic violence is violence, abuse and/or intimidatory behaviour perpetrated by one person against another in a personal, intimate relationship causing fear, physical and or psychological harm. Domestic violence has a profound effect on children/young people and constitutes a form of child abuse.



Indicators of child abuse

Due to the nature of certain sport and recreation activities, several injuries which appear on the list of common indicators of abuse may in fact be a result of regular sport or recreational activities, e.g. sprains, bruising, dislocations. However, possible indicators of child abuse which SUSF Personnel should take note of include:

- bruising, particularly in the face, head or neck region;
- multiple bruises or injuries, e.g. burns, scalds, sprains, dislocations and fractures;
- injuries left untreated;
- differing versions of how an injury occurred;
- a child who refers to someone else being abused may in fact mean him/herself;
- sexual behaviour which is inappropriate for the age of the child;
- a high level of distrust of other people by a child;
- an extreme inability to relate well to adults and/or children;
- extreme attention-seeking behaviour, disruptive or aggressive behaviour and bullying; or
- seeking indiscriminate or inappropriate adult affection.

Note: SUSF Personnel should be aware that the presence of one indicator alone does not necessarily mean that a child has been the victim of abuse. Other factors that may have resulted in any of the above injuries or factors must be taken into consideration, along with the context in which these indicators are observed.

Children with a disability

Some children/young people with a disability may be at a higher risk of abuse due to the nature of their disability, such as mobility constraints. Limitations created by the disability may make them more dependent on others to stop the abuse from occurring.

SUSF Personnel should be careful not to discount indicators of child abuse in people with a disability as being related to the disability. If a significant change in a child's behaviour is accompanied by a range of indicators, possibly with a sexual component, serious consideration should be given to whether there are reasonable grounds to suspect child abuse.

6. NOTIFICATION PROCEDURES

Emergency contact

If you believe a child or young person is in immediate danger or in a life-threatening situation, contact the NSW Police immediately by dialling 000.

Mandatory reporting

SUSF Personnel who:

- a. have reasonable grounds to suspect that a child or young person is at risk of significant harm; and
- b. those grounds arise during the course of or from their work at SUSF; have a duty to report these concerns.

SUSF has identified relevant Mandatory Reporter Contacts (see below) to assist with this reporting. These contacts can also be contacted to discuss matters where you are unsure of the appropriate response or level of seriousness.

What is meant by "significant" in the phrase "to a significant extent" is that which is sufficiently serious to warrant a response by a statutory authority, irrespective of a family's consent.

What is significant is not minor or trivial, and may reasonably be expected to produce a substantial and demonstrably adverse impact on the child's or young person's safety, welfare, or wellbeing.

In the case of an unborn child, what is significant is not minor or trivial and may reasonably be expected to produce a substantial and demonstrably adverse impact on the child.



You do not need to be certain about the matters you propose to report, however your concerns should be well founded and based on reliable information. The concern may relate to an individual child/young person or a class of children/young people (for example, a group of children who all attend the same program). If you are in any doubt, the safest course is to report your concerns to one of the Mandatory Reporter Contacts listed below.

SUSF Personnel must report the matter within 24 hours of becoming aware of the suspected child abuse.

Reports may include, but are not limited to, current concerns about the safety, welfare and wellbeing of a child or young person for any of the following reasons:

- self-reported attempted, threatened or planned self-harm or suicide;
- the basic physical or psychological needs of the child or young person are not being met (neglect);
- the parents or caregivers have not arranged necessary medical care (unwilling or unable to do so);
- risk of physical or sexual abuse or ill-treatment (physical or sexual abuse);
- a parent or caregiver's behaviour towards the child causes or risks psychological harm (emotional abuse);
- incidents of domestic violence which result in a child being at risk of serious physical or psychological harm (domestic or family violence); and/or
- cumulative harm (an accumulation of a single adverse circumstance or event, or by multiple different circumstances and events).

All SUSF Personnel should be conscious of the need for confidentiality and discretion when reporting allegations. The confidentiality of all parties must be considered i.e.: the victim/s, the individual/s making the allegation and the alleged offender/s.

Mandatory Reporter Contacts

At SUSF, our Mandatory Reporters Contacts include the following members of staff:

School Holiday Program

Programs & Participation Manager, Matt Rennick, m.rennick@sport.usyd.edu.au or 9351 4987

Swim School

Operations Manager, Ed Smith, e.smith@sport.usyd.edu.au or 9351 4971

Legal

Natalie Brown, Legal Counsel, n.brown@sport.usyd.edu.au or 9351 4960.

Please note that Mandatory Reporter Contacts may be amended from time to time and can be found on [The Hub](#)

Once a report form has been submitted by the Mandatory Reporter Contact, he or she will:

1. Determine whether the report indicates "risk of significant harm". To help assess whether the child or young person is at risk of significant harm, the mandatory reporter should consult the Mandatory Reporting Guidelines (MRG). The MRG will help to determine if a report to the Child Protection Helpline is necessary. The MRG can be found at: http://www.keepthemsafe.nsw.gov.au/v1/reporting_children_at_risk/mandatory_reporter_guide
2. Based on the MRG, the Mandatory Reporter Contact may need to respond by:
 - a. immediately reporting the matter to the Child Protection Helpline (132 111);
 - b. consulting with a professional or a relevant Child Wellbeing Unit (CWU) no later than the next business day;
 - c. referring the matter (eg to other practitioners, specialists or schools); or
 - d. documenting the matter and monitoring the situation. All documentation will be stored confidentially with Human Resources.



7. FOR MORE INFORMATION

Please call the Child Protection Helpline on 132 111.

8. REFERENCES

This Policy is effective as at the date of commencement listed in this Policy. To the extent that this Policy describes benefits and entitlements, these are discretionary in nature and are not intended to be contractual or binding on Sydney Uni Sport & Fitness. If this Policy specifies entitlements granted under federal or state legislation, then these entitlements arise from this legislation and not Sydney Uni Sport & Fitness' policies and procedures, and as such, may change from time to time following relevant legislative amendments.

Whilst all SUSF Personnel are required to familiarise themselves and comply with the obligations set out in this Policy, this Policy does not form part of any contract between any SUSF Personnel and Sydney Uni Sport & Fitness. Any reference to obligations or requirements of Sydney Uni Sport & Fitness in this Policy does not, and is not intended to give rise to contractual obligations binding on Sydney Uni Sport & Fitness. Sydney Uni Sport & Fitness may amend or remove any aspects of this Policy at any time within its absolute discretion, and may deviate from the steps set out in this Policy in particular cases, depending on the circumstances involved.

9. ABOUT THIS POLICY

All individuals subject to this Policy are required to comply with its terms. However, to the extent this Policy describes benefits or entitlements provided by SUSF; these are discretionary in nature and are not intended to be contractual or binding on SUSF.

Subject	Child Protection policy
Authorised by	Chief Executive Officer
Contact	HR Department
Version	1.0
Commencement	01 January 2020
Next review	01 July 2021



SOCIAL MEDIA USE POLICY

1. INTENT

The purpose of this Policy is to set down the minimum standards for social media use and online behaviour that all SUSF employees, contractors, sub-contractors, work experience students, club officials, volunteers and club members of SUSF must adhere to.

2. SCOPE

This Policy applies to all people who work at or for SUSF (including all SUSF employees, contractors, sub-contractors, work experience students, club officials and volunteers), as well as club members of SUSF. For the purpose of this Policy, these people are referred to as collectively as **'Users'**.

3. POLICY

When Does this Policy Apply?

SUSF understands that the use of social media networks and online activity is growing at a phenomenal rate and that the majority of Users are involved within the social media and online community in some personal capacity. You must abide by this Policy when you use social media or go online:

- a) on behalf of SUSF or in your capacity as an SUSF employee, contractor, sub-contractor, work experience student, volunteer, club official or club member; or
- b) in a personal capacity but in any manner which may directly or indirectly impact on SUSF or an SUSF Stakeholder.

'SUSF Stakeholders' include but are not limited to: SUSF directors, SUSF managers, the SUSF Board, SUSF staff members, contractors and subcontractors, SUSF clubs, SUSF club officials, members and volunteers, SUSF sponsors, SUSF members, staff and students of the University of Sydney, SUSF business partners, SUSF clients, SUSF competitors or sporting teams, match officials and referees.

Examples of Personal Use Which May Impact on SUSF

Examples of where a User's personal use of social media or online activities may impact on SUSF or SUSF Stakeholders may include (but are not limited to):

- Online activity where your connection to SUSF is made clear (e.g. through use of an SUSF email address or by stating your affiliation or connection to SUSF); or
- Where you have 'befriended' another SUSF User online.

What is Social Media?

'Social media' is an umbrella term to describe any online space where you can connect with other people and/or produce and share content. It includes but is not limited to:

- Social networking sites e.g. Facebook, MySpace, Friendster;
- Video and photo sharing websites e.g. Flickr, YouTube, Pinterest;
- Micro-blogging sites e.g. Twitter;
- Weblogs, including blogs, personal blogs or blogs hosted by traditional media publications such as smh.com.au;
- Forums and discussion boards such as Whirlpool, Yahoo! Groups or Google Groups and;
- Online encyclopedias such as Wikipedia and any other website that allows individual users or companies to use simple publishing tools.



SUSF Social Media Channels

SUSF and the SUSF clubs have various social media channels including but not limited to Facebook, Twitter and Instagram which are updated on a regular basis, informing community members, staff, students and athletes on the sporting achievements of SUSF athletes and teams, in addition to various other information. The content of all SUSF social media channels (other than for SUSF clubs) is determined by the SUSF Marketing & Memberships Department, and Users may not post content on these channels on behalf of SUSF without prior approval from the SUSF Marketing & Memberships Department.

Use of Social Media Channels

It is important for all Users to be aware that all information exchanged within social media or online networks online or otherwise falls within the public domain, and the line drawn between what is considered to be personal and public is not always clear. It is also important to remember that information posted on social network sites can be easily traced and is available on an ongoing basis.

Use of social media and online behaviour by Users both in a work and personal capacity may impact the reputation, operation and perception of SUSF as well as SUSF Stakeholders. It has the potential to have a negative impact upon the way in which SUSF Stakeholders (including members, clients, the community, The University of Sydney) and the media view our organisation. For staff members, limited minor and incidental personal use of social media may be allowed at work. However, this is a privilege and must not interfere with the operation of ICT resources, burden SUSF with incremental costs, interfere with SUSF's activities, interfere with your employment/engagement or other obligations to SUSF and is subject to compliance with SUSF policies.

Prohibited Use and Guidelines

Users must abide by the following when using social media or going online:

- Ensure that online comments do not bring SUSF or any SUSF Stakeholders into disrepute.
- Carefully consider how you present yourself online (particularly given that the line between personal life and work is often blurred online).
- Do not disparage or embarrass SUSF or SUSF Stakeholders when participating in social media or online networks.
- Do not imply that any personal comments are endorsed in any way by SUSF, an SUSF Club or an SUSF Stakeholder.
- Do not post photos or personal details about other SUSF Users without their permission.
- Be careful about the information that you share which relates to SUSF. In particular, do not disclose confidential information about SUSF, Club activities or SUSF Stakeholders.
- Do not participate in social media or online networks in such a way that harasses, defames, vilifies, bullies, victimises, discriminates or treats unfairly or inappropriately any SUSF Stakeholder.
- Ensure compliance with the SUSF Discrimination and Harassment Policy, the SUSF Bullying Policy and other SUSF policies (as applicable and as amended from time to time).
- Do not impliedly or expressly speak for or post images on behalf of or related to SUSF business operations, marketing campaigns, facilities, membership, athletes or media coverage without the express prior written approval of the Marketing and Membership Department.
- Do not use the SUSF logo or trademark without the express prior written approval of the Chief Executive Officer.
- Except when communicating official SUSF information or for directly work-related purposes, do not connect online with any child you have met in the course of delivering and managing SUSF activities and programs, at SUSF-related events or who attend or have previously attended SUSF activities and programs.

Breach

Clubs will be held responsible for all content posted on club websites and may be required to reimburse SUSF for any costs associated with a breach of this policy. Club members may also have their SUSF membership terminated for breaching this policy. Failure by any staff member to comply with this policy may result in appropriate disciplinary action.

Complaints regarding breaches of this Policy will be dealt with in accordance with the Complaints Resolution Policy.



4. ABOUT THIS POLICY

All individuals subject to this Policy are required to comply with its terms. However, to the extent this Policy describes benefits or entitlements provided by SUSF; these are discretionary in nature and are not intended to be contractual or binding on SUSF.

Subject	Social Media Use policy
Authorised by	Chief Executive Officer
Contact	HR Department
Version	1.0
Commencement	01 January 2020
Next review	01 July 2021



USE OF COMMUNICATION TECHNOLOGY RESOURCES

1. INTENT

To ensure that all users will be lawful, efficient, economical and ethical in their use of SUSF's Information Communication Technology (ICT) Resources.

2. SCOPE

All users of SUSF's ICT Resources, including SUSF employees, contractors, sub-contractors, work experience students and volunteers (Users).

3. POLICY

For the purposes of this policy, ICT Resources includes but is not limited to: mail, telephones, mobile phones, voice mail, SMS, facsimile machines, email, the intranet, software, computers, networks, servers, internet connections, hardware, equipment, printers, or other technology products or services that SUSF owns, leases or uses under Licence or by agreement and any off campus computers and associated peripherals and equipment provided for the purpose of SUSF work or associated activities, or any connection to the SUSF network.

Use of SUSF's ICT Resources is restricted to legitimate SUSF purposes only. Limited minor and incidental personal use may be allowed, but it is a privilege and must not interfere with the operation of ICT Resources, burden SUSF with incremental costs, interfere with SUSF's activities, interfere with the User's employment or other obligations to SUSF and is subject to compliance with SUSF policies.

Users should be aware that personal use of SUSF's ICT Resources may result in SUSF holding personal information about the User and/or others which may then be accessed and used by SUSF to ensure compliance with this, and other policies.

The use of SUSF ICT Resources through non-SUSF (including personally owned) equipment or systems is also subject to this policy.

4. ICT USE

To assist Users to understand the implications of the above requirements, the following examples of prohibited and permitted use are provided. These examples are indicative only.

- a. SUSF will not tolerate its ICT Resources being used in a manner that is harassing, discriminatory, victimizing, vilifying, abusive, rude, insulting, threatening, obscene or otherwise inappropriate.
- b. It is unlawful to use any ICT Resource to harass, menace, defame, libel, vilify, victimize or discriminate any other person within or beyond SUSF. It is important to understand that in matters of harassment it is the **reasonable perception of the recipient** and not the intention of the sender that is significant. Refer to the SUSF Discrimination and Harassment Policy and the SUSF Bullying Policy for more information.
- c. Users may be individually liable if they discriminate against, harass, victimize or vilify colleagues or any member of the public, or if they assist or encourage others who engage in such conduct. Users who adversely affect the reputation of another person may also be exposed to a claim of defamation by that aggrieved person.
- d. Users must not use SUSF's ICT Resources to collect, use or disclose personal information in ways that breach SUSF's Privacy Policy.
- e. Users must not use ICT Resources to access, store or transmit pornographic material of any sort.
- f. The use of ICT Resources for gambling purposes is forbidden.



- g. SUSF forbids the use of its ICT Resources in a manner that constitutes an infringement of copyright or other intellectual property rights.
- h. ICT Resources must not be used in a manner that causes or could potentially cause embarrassment or loss of reputation to SUSF.
- i. Users must also familiarize themselves with and comply with the SUSF Social Media Policy.
- j. Users must not use ICT Resources in inappropriate ways, which are likely to corrupt, damage or destroy data, software or hardware, either belonging to the SUSF or to anyone else, whether inside or outside the network. This does not apply to specially authorised SUSF IT staff who may be required to secure, remove or delete data and software, and dispose of obsolete or redundant ICT Resources as part of their ICT Resource management duties.
- k. Users are not permitted to use ICT Resources for unauthorised commercial activities, private gain or for financial gain to a third party.
- l. Users must not attempt to repair or interfere with, or add any devices (whether hardware or components) to, any ICT Resource, unless they are authorised and competent to do so.
- m. ICT Resources must not be used to distribute unsolicited advertising material from organisations having no connection with SUSF or involvement in its activities.
- n. Users of SUSF issued accounts must identify themselves and not use a false identity.
- o. SUSF email lists generated for formal SUSF communications must not be used for anything other than SUSF business.
- p. Files may only be attached to email messages if the sender believes they are free from viruses and has taken steps to ensure that they do not contain viruses or other destructive code.
- q. Users must not attempt to gain unauthorised access to any computer service. Users are responsible for maintaining the security of their accounts and their passwords.
- r. Users must not facilitate or permit the use of SUSF's ICT Resources by persons not authorised by SUSF.
- s. SUSF prohibits use of ICT Resources for purposes which include (but is not limited to) the following:
 - Violation or infringement of the rights of any other person, including their rights with respect to privacy;
 - Content that is defamatory or potentially defamatory, false and misleading, abusive, obscene, violent, pornographic, profane, sexually-explicit, sexually-oriented, threatening, racially-offensive or otherwise biased, discriminatory, illegal or any other inappropriate material;
 - Content that has instructions on the manufacture and/or use of illegal and/or dangerous products, substances or materials or any other illegal or subversive activity;
 - Violation of any SUSF policy, including prohibitions against harassment, discrimination, bullying, vilification or victimisation of any kind;
 - Forwarding of confidential messages to people to whom transmission was never authorised by SUSF, including persons within SUSF and persons/organisations outside SUSF;
 - Downloading large files that increase the load on the network and degrade the service for other staff;
 - Attempts to obtain unauthorised access to electronic communication systems, attempts to breach any security measures on any such system, attempts to intercept any electronic transmissions without proper authorisation, or unauthorised use of a password/mailbox, including constructing electronic communication so that the communication appears to be from another person/organisation/entity;
 - Broadcasting unsolicited personal views on any matter;
 - Failure to use the system as prescribed, thus permitting infection by computer virus or deliberate infection by computer virus;
 - Propagations of chain e-mails or forwarding messages to groups or lists without the consent of the recipient;
 - unauthorised external access of the electronic communication system;
 - Interference with the ability of others to conduct business; and
 - Actions which contradict or potentially contradict the ethos or core values of SUSF.



5. ICT EQUIPMENT

Users are required to take due care when using ICT Resources (including all equipment) and take reasonable steps to ensure that no damage is caused.

A User is required to refrain from using ICT Resources if they have reason to believe it is dangerous to themselves or others.

A User is required to report any damage to ICT Resources to their Senior Manager.

6. MONITORING

Use of ICT Resources is not considered private. Users of ICT Resources should be aware that they do not have the same rights as they would if they were using personally owned equipment through commercial service providers

All Users should be aware that SUSF has the right and ability to audit, monitor, examine and access the content or use of any part of its ICT Resources (including any backups) if SUSF considers it necessary to do so. This includes the ability to access the content of electronic communications and files sent, received and stored using SUSF's IT Resources.

SUSF also reserves the right to look at and copy any information, data or files (including non-SUSF material) created, sent or received by Users using, or while connected to, SUSF's ICT Resources where it considers it necessary to do so.

SUSF is also able to prevent delivery of emails sent to or received by a User, or prevent access to an Internet website by a User where SUSF considers it necessary to do so. If SUSF prevents delivery of an email, the User will be notified as soon as practicable.

7. SECURITY, CONFIDENTIALITY AND PRIVACY

Matters of a confidential nature should only be conveyed or stored in an electronic format when adequate security measures have been taken.

While SUSF's communications systems are electronically safeguarded and maintained in accordance with current best practice, no guarantee can be given regarding the protection of confidentiality of any information. Messages conveyed by e-mail and through the internet are capable of being intercepted, traced or recorded by others. Although such practices may be illegal, Users should not have an expectation of privacy and must take care with confidential information.

For further information about the personal information collected, used and disclosed by SUSF, refer to the SUSF Privacy Policy.

Communications on SUSF business in any format or media are official records. This includes email sent and received by staff members on any SUSF related matter. Care should be taken before deleting any electronic communication, to ensure that it is not required to be kept as evidence of a decision, authorisation or action.

Sending an email on an official SUSF matter is similar to sending a letter on SUSF letterhead. Such email transactions should be handled with the normal courtesy, discretion and formality of all other SUSF communications. Users should not write anything in an email that they would not sign off in a letter.

8. REPORTING

Anyone who is aware of possible violations of this Policy is required to report them immediately to an appropriate person (e.g. their supervisor, the system administrator or senior manager).

Alleged serious or repeated breaches must be reported to the HR Manager.



9. RESPONSE TO BREACHES

SUSF reserves the right to withdraw, restrict or limit any User's access to its ICT Resources if a breach of this Policy is suspected. Any such suspected breach may also be investigated under other SUSF processes, and may result in disciplinary action being taken against the offender in accordance with those processes.

This may include a request to reimburse costs (e.g. for unreasonable personal use), disciplinary action (including termination of employment/engagement) and/or criminal prosecution.

10. STATUS OF THIS POLICY

Whilst all Users are required to familiarise themselves and comply with the obligations set out in this Policy, the Policy does not form part of any User's contract of employment or engagement and does not create contractual obligations that are binding on SUSF. SUSF may amend or remove any aspects of this Policy at any time within its absolute discretion.

11. ABOUT THIS POLICY

All individuals subject to this Policy are required to comply with its terms. However, to the extent this Policy describes benefits or entitlements provided by SUSF; these are discretionary in nature and are not intended to be contractual or binding on SUSF.

Subject	Use of Communication Technology Resource Policy
Authorised by	Chief Executive Officer
Contact	HR Department
Version	1.0
Commencement	01 January 2020
Next review	01 July 2021



VEHICLE USE POLICY

1. INTENT

To detail the vehicle use and safety policy of Sydney Uni Sport & Fitness.

2. SCOPE

This Policy applies to all employees, contractors, subcontractors, employees of contractors or subcontractors, employees of labour hire companies who have been assigned to work for Sydney Uni Sport & Fitness and volunteers (**Workers**).

This Policy applies to those Workers referred to above at all properties, buildings or other areas owned, controlled or leased by Sydney Uni Sport & Fitness as well as any other grounds or locations at which Workers will perform duties for Sydney Uni Sport & Fitness.

In addition and unless otherwise stated, this Policy will apply:

1. when Workers are required to use a vehicle supplied by Sydney Uni Sport & Fitness (**Work Vehicle**) in the course of performing or undertaking duties for Sydney Uni Sport & Fitness; and
2. when Workers are required to use their own vehicle in the course of performing or undertaking duties for Sydney Uni Sport & Fitness (**Personal Vehicle**). Worker's journeys to and from work are excluded from coverage of this Policy.

3. POLICY

There may be occasions when Workers are required to use Work Vehicles or Personal Vehicles in the course of performing or undertaking duties for Sydney Uni Sport & Fitness. To that end, Sydney Uni Sport & Fitness has developed this policy to provide guidance about the use and safety of Work Vehicles and Personal Vehicles.

Work Vehicles

The types of Work Vehicles which Workers may be required to drive are:

1. motor vehicles owned by Sydney Uni Sport & Fitness (with or without a trailer attached); and
2. specialist vehicles including, but not limited to, tractors, ride-on mowers and other utility vehicles.

Sydney Uni Sport & Fitness accepts responsibility for costs associated with Work Vehicles including registration, third party insurance, comprehensive insurance and maintenance/repairs in relation to the motor and specialist vehicles, unless the Worker is notified otherwise.

Personal Vehicles

Workers should be aware that:

1. only a senior manager can give authority for Personal Vehicle use;
2. requirements relating to registration and the insurance of Personal Vehicles lies with the owner of the vehicle; and
3. the responsibility for the roadworthiness of the Personal Vehicle lies with the owner of the vehicle.

Requirements prior to driving either a Work Vehicle or Personal Vehicle

Licence

A Worker will only be permitted to drive a Work Vehicle or a Personal Vehicle if the Worker holds a full, current and valid licence of an appropriate class (**Licence**), and has been authorised by their manager to drive the Work Vehicle or personal Vehicle (for the avoidance of doubt, a learner's permit or provisional licence is not considered to be a full licence).



Prior to driving a Work Vehicle or Personal Vehicle, Workers must provide Human Resources with a copy of their signed **Vehicle Use Form**, and provide their manager with a copy of their Licence.

Workers must carry their Licence at all times when driving a Work Vehicle or Personal Vehicle.

If at any time a Worker's Licence is suspended, downgraded, cancelled or has been varied (for example, the address details of the Worker changes), the Worker must immediately notify their manager.

Safety Check

The following vehicle checks will be completed on Work Vehicles by the Facilities Manager on a quarterly basis. However, if a Worker identifies any issues with a Work Vehicle they must immediately report this to the Office Coordinator and Facilities Manager.

General	<ol style="list-style-type: none">1. Does the vehicle have current registration?2. Do the hand break and foot break operate correctly?3. Do the doors, boot and bonnet lock securely?4. Does the horn work?5. Do the heater and air conditioner work?6. Can the windows be opened and closed?7. Is there a first aid kit in the vehicle?
Lights	<ol style="list-style-type: none">1. Do the brake lights work?2. Do the indicators work?3. Do the head lights work?4. Do the tail lights work?5. Do the hazard lights work?6. Do the lights work when reversing the vehicle?7. Do the interior lights work?8. Do the fog/spot lights work?
Tyres	<ol style="list-style-type: none">1. Has the tread depth indicator been surpassed?2. Is the pressure per the manufacturer's advice?3. Is there a spare tyre which is ready to be used?4. Is the tyre changing equipment present and functional?
Wind Screen front and rear	<ol style="list-style-type: none">1. Is the screen clean with no damage?2. Are the wipers and washers working correctly?3. Does the demister function properly?4. Does the sun visor work effectively?
Gauges are working properly	<ol style="list-style-type: none">1. Is the gauge working properly?2. Is the oil gauge working properly?3. Is the fuel gauge working properly?

General Procedures

The following procedures apply to Workers using Work Vehicles and Workers using Personal Vehicles.

Type of vehicle

Workers should seek the guidance of their senior managers as to the type of vehicle which is appropriate for certain kinds of work related travel and tasks.

The vehicle should be selected to suit the type of work and terrain that the vehicle is being used for.



Preparation and vehicle checks

Before using a Work Vehicle or Personal Vehicle, all Workers should be familiar with the vehicle's operation and its equipment, including:

1. level of petrol in the fuel tank
2. details of all the vehicle's basic controls and their use;
3. efficient safe loadings;
4. any specialty equipment.
5. its limitations and its capabilities;
6. for long journeys in excess of 2 hours, the emergency spares including fan belt, radiator hose, PVC tape, fuses, spark plugs, engine oil and additional water;
7. the fuel limit range of the vehicle;
8. efficient, safe and legal loading methods.

The Worker should also check that any luggage, load and/or equipment is firmly secured. The luggage, load and/or equipment should be rechecked during the use of the vehicle when necessary.

Worker's Responsibilities

It is the responsibility of the Worker when using a Work Vehicle or Personal Vehicle to:

1. use the vehicle for work purposes only;
2. fill the Work Vehicle with petrol fuel when low or as required. The petrol tank must have at least a quarter of petrol in it at all times;
3. maintain vehicle cleanliness (inside and out);
4. use the vehicle in a safe and reliable manner and in accordance with the manufacturer's instructions;
5. take all due care for the vehicle and not cause any damage to the vehicle by reason of intentional, reckless or negligent conduct;
6. not drive under the influence, or suffering from the effects of, alcohol or drugs (including prescription medication which could potentially affect driving capacity) at any time;
7. not allow any other person who is not authorised to drive the vehicle;
8. promptly report any damage, defect or loss to the vehicle to their manager;
9. pay any fines, at their own expense, incurred through vehicle traffic infringements or parking infringements caused by the Worker;
10. not operate a mobile phone while using the vehicle (unless operated in a method permitted by law such as by using a hands free mobile device); and
11. pick up and return the Work Vehicle to work on time as agreed between the Worker and their manager, or the Worker and the Office Coordinator.

Time and distance restraints on driving

When a Worker is required to drive long distances, Senior Managers are required to ensure the following:

1. at each fuel or rest stop during the trip, drivers should carry out a brief check of the vehicle, including to ensure that any luggage is still in place;
2. no more than 1000km should be travelled per day by each driver;
3. drivers should take a rest break after driving for two hours;
4. Workers should only attempt to repair vehicles if they possess the skills to do so; and
5. Workers will at all times consider the feasibility of using a GPS, and where such a device is available to be used do so.

It is recommended that a driving stint be no longer than two hours before either a change of driver or a half an hour rest period occurs incorporating some light activity e.g. walking.

It is recommended that a driving stint be no longer than two hours before either a change of driver or a half an hour rest period occurs incorporating some light activity e.g. walking. Further, each individual worker must not drive for more than 10 hours per day.



There should be no need to exceed the maximum driving period suggested unless there is an emergency or extenuating circumstances. Drivers have a greater risk of accident if driving follows an arduous day. For this reason Workers should be well rested before driving.

Night driving is much more hazardous than driving during the day. This can be due to driver fatigue, driver stress due to driving on unfamiliar roads and in unfamiliar conditions, and the movements of nocturnal animals. When driving at night, speed should be reduced to suit the circumstances.

Towing

Towing should not be attempted by anyone who has not undertaken a recognised towing training course unless they can demonstrate towing competency to their manager.

Accidents

If a Worker is involved in an accident while using a Work Vehicle or Personal Vehicle, the following procedure must be followed:

1. secure the vehicle and ensure that the accident scene is safe;
2. ensure that the risk of fire, further injury or damage is minimised;
3. where appropriate, telephone the ambulance and police;
4. inform their Senior manager as soon as reasonably practicable of the accident;
5. if the accident involves another driver, obtain their details; and
6. do not admit liability and do not sign any documents without the approval of their manager.

Sydney Uni Sport & Fitness will not be liable for any costs associated with any loss or damage caused to a Personal Vehicle.

Workers will be liable for all costs associated with any loss or damage caused to a Work Vehicle including but not limited to:

1. driving while under the influence of drugs or alcohol;
2. engaged in negligent or dangerous driving;
3. negligent in maintaining the vehicle while using it; or
4. unlicensed or suspended from driving.

Consequences for breaching this policy

If a Worker breaches this policy, this may result in disciplinary action, including terminating the Worker's employment.

4. ABOUT THIS POLICY

All individuals subject to this Policy are required to comply with its terms. However, to the extent this Policy describes benefits or entitlements provided by SUSF; these are discretionary in nature and are not intended to be contractual or binding on SUSF.

Subject	Vehicle Use Policy
Authorised by	Chief Executive Officer
Contact	HR Department
Version	1.0
Commencement	01 January 2020
Next review	01 July 2021



WORK HEALTH AND SAFETY OVERARCHING POLICY

1. INTENT

To detail the overarching work health and safety policy (**Policy**) of Sydney Uni Sport & Fitness.

2. SCOPE

This Policy applies to all employees, contractors, subcontractors, employees of contractors or subcontractors, employees of labour hire companies who have been assigned to work for Sydney Uni Sport & Fitness, volunteers and students (including work experience students) (**Workers**).

This Policy applies to those Workers referred to above at all properties, buildings or other areas owned, controlled or leased by Sydney Uni Sport & Fitness as well as any other grounds or locations at which Workers will perform duties for Sydney Uni Sport & Fitness.

3. POLICY

Sydney Uni Sport & Fitness seeks to create a safe working environment and to this end, has created a comprehensive work health and safety system (System) comprised of:

1. individual policies, procedures, forms and checklists which address specific work health and safety matters which are uploaded on to The Hub;
2. Issue Tracker; and
3. the WHS Committee

In addition to Sydney Uni Sport & Fitness, Workers have obligations to create a safe working environment and are required to, among other things:

1. review and understand all of the policies, procedures, forms and checklists on the System;
2. use the System (for example, by reporting work health and safety issues on Issue Tracker);
3. take reasonable care for their own work health and safety;
4. take reasonable care for others work health and safety;
5. take reasonable care that their own acts or omissions do not adversely affect the health and safety of other persons; and
6. comply with instructions provided by Sydney Uni Sport & Fitness and managers in respect of work health and safety.

4. RELATED POLICIES, PROCEDURES AND FORMS

WHS Hazard and WHS Incident Reporting

5. ABOUT THIS POLICY

All individuals subject to this Policy are required to comply with its terms. However, to the extent this Policy describes benefits or entitlements provided by SUSF, these are discretionary in nature and are not intended to be contractual or binding on SUSF.

Subject	Work Health and Safety Overarching Policy
Authorised by	Chief Executive Officer
Contact	HR Department
Version	2.0
Commencement	13 June 2019
Next review	13 June 2021