



Horse SA Register of Policies

Last updated 17.12.2011

No.	Policy Name	Signed	Renew Due
1	Alcohol & Other Drugs Policy	May 2011	May 2012
2	Code of Conduct for Employees & Volunteers	May 2011	May 2012
3	Code of Conduct for Members of the Horse SA Management Committee		Dec 2012
4	Confidentiality	May 2011	May 2012
5	Occupational Health, Safety & Welfare	May 2011	May 2012
6	Privacy	May 2011	May 2012
7	Sexual Harassment	May 2011	May 2012
8	Smoke Free	May 2011	Dec 2012
9	Travel & Expense Reimbursement	May 2011	May 2012
10	Volunteer	May 2011	May 2012
11	Sunsmart	May 2011	May 2012
12	Member Protection	May 2011	Feb 2012
13	Awarding of Life Membership & Meritorious Service Award	May 2011	May 2012
14	Hot Weather	May 2011	May 2012
15	Child Protection	May 2011	Dec 2012
16	Grievance & Dispute Resolution	Dec 2011	Dec 2012
17	Social Media Engagement	Dec 2011	Dec 2012
18	Media	Dec 2011	Dec 2012



1. Alcohol and Other Drugs Policy

HORSE SA is committed to providing a safe, healthy and productive workplace and environment in accordance with requirements under the Occupational Health, Safety and Welfare Act 1986. All employees of HORSE SA have a responsibility under the above Act to ensure that they take reasonable care to protect their own health and safety and that of others whilst in the workplace by not being affected by alcohol or other drugs to the extent that it impacts on their own or another person's work performance or safety.

For the purpose of this Policy, HORSE SA defines alcohol and drugs as follows: **“Alcohol”** refers to any beverage, containing an alcoholic content that temporarily impairs a person's physical or mental capacity.

“Drugs” refers to a chemical substance, whether it is legal or illegal, which may have the ability to impair a person's physical or mental capacity. These can include prescribed drugs issued by a medical practitioner, or non-prescribed drugs, for example, but not limited to, speed, heroin, amphetamines, LSD, crack, cocaine, ecstasy, marijuana, etc.

All employees (paid and unpaid) of HORSE SA are prohibited from selling, distributing, manufacturing, possessing or consuming alcohol or other drugs during working hours, or when on the premises of HORSE SA. Employees are also prohibited from arriving at work or returning to work from any break under the influence of alcohol or other drugs.

There may be certain occasions where alcohol may be available at HORSE SA functions, though generally, these functions will not take place during an employee's ordinary working hours. In these specified situations, HORSE SA accepts that alcohol may be consumed within the appropriate guidelines and with the permission of management. In instances when employees attend either workplace functions or functions on behalf of HORSE SA, management and employees will be expected to behave in a professional and responsible manner, ensuring that duty of care is provided to both themselves and others.

In circumstances where an employee is taking medically prescribed drugs to manage a specific condition that may interfere with their work performance, they are required to notify their manager/supervisor. The manager/supervisor, in consultation with the employee (and the employee's doctor if relevant to the particular circumstances), may (if practicable) make adjustments to the work requirements of the employee concerned. If this is not possible and the situation is temporary, the employee will either resume or commence sick leave until the employee is able to resume work.

Signature: _____
[Responsible Officer's Title]

Date: ____/____/____

Issued: ____/____/____ Replaces: ____/____/____ First Issued: ____/____/____



2. Code of Conduct for employees and volunteers

All employees (paid and unpaid) of HORSE SA are expected to observe the highest possible standards of behaviour, ethics and integrity as a condition of their employment.

The standards expected include:

- compliance with all company policies, procedures, rules, and contractual obligations;
- compliance with all relevant industry legislative requirements in the performance of all duties;
- compliance with all reasonable and lawful instructions of managers/supervisors;
- observation of occupational health and safety rules, responsibilities and practices at all times;
- adherence, to the confidentiality of any information, records or other sensitive material acquired, during the course of employment and/or after the cessation of employment with HORSE SA;
- honesty and fairness in all dealings with customers, clients, co-workers, volunteers, management and the general public;
- respect for HORSE SA equipment, supplies and property;
- not to make any unauthorised statements to the media about HORSE SA business (requests for media statements must be referred to the appropriate manager/supervisor or responsible person);
- no unlawful discrimination, harassment, offensive language and/or behaviour in the workplace;

A breach of this Code of Conduct by any employee will result in disciplinary action being taken.

Signature: _____

Date: ____/____/____

[Responsible Officer's Title]

Issued: ____/____/____
Replaces: ____/____/____
First Issued: ____/____/____



3. Code of Conduct for Members of the Horse SA Management Committee

1. Members of the Management Committee of HorseSA undertake that they will act in accordance with the Objects of the Federation at all times.
2. Members of the Management Committee accept that they serve in a number of roles, being principally as decision makers, directors, representatives of the individual members, promoters of the values of the Federation as executives and that in carrying out the various tasks required in these capacities, they undertake to carry out their duties with diligence, honesty and integrity.
3. Members of the Management Committee will endeavour to operate according to best available management practices and accepted principles of governance. They will ensure that there is transparency and accountability in their activities at all times.
4. Members of the Management Committee recognise that there are common law duties imposed on Directors and Officers and that they will need to act according to these duties, which are:
 - to act honestly in the exercise of their powers and in the discharge of their responsibilities;
 - to exercise a reasonable degree of care and diligence;
 - to declare any conflicts of interest
 - to not make improper use of information acquired to gain advantage for themselves or others; and
 - to not make improper use of their position to gain an advantage for themselves or others or to cause detriment to the Federation.
 -

Signature: _____

Date: ____/____/____

[Responsible Officer's Title]

Issued: ____/____/____
Replaces: ____/____/____
First Issued: ____/____/____



4. Confidentiality Policy

All employees (paid and unpaid) of HORSE SA have an obligation to abide by this Confidentiality Policy.

For the purpose of this Policy, “confidential information” is defined as:

- the names, details and information relating to the business affairs of the clients or members of HORSE SA;
- matters of a technical nature, trade secrets, technical data, marketing procedures and information, accounting programs and procedures, financial information, strategic and business plans and like information relating to the business of HORSE SA;
- other information which HORSE SA informs the employee is confidential or which, if disclosed, the employee knows or ought reasonably to know, would be detrimental to HORSE SA; and
- all other information which is imparted to the employee in circumstances which the employee knows or ought reasonably to know that the information is confidential to HORSE SA or any persons with whom HORSE SA is concerned

but excludes any information that is public knowledge.

The employee:

- may use confidential information solely for the purposes of performing their duties as an employee of HORSE SA;
- must keep confidential all confidential information; and
- may only disclose confidential information to persons who are aware that the confidential information must be kept confidential and who have a need to know (but only to the extent that each person has a need to know).

The employee’s obligation of maintaining confidentiality does not extend to confidential information that the law requires to be disclosed.

At the end of the employee’s employment, the employee must return to HORSE SA:

- all confidential information in material form;
- those parts of all notes and other records based on or incorporating confidential information;



- all copies of confidential information and notes and other records based on or incorporating confidential information; and
- all of HORSE SA property

in the employee's possession or control.

The employee's obligation of confidentiality will continue after the end of the employee's employment in respect of all confidential information other than information forming part of the employee's stock of general skill and knowledge.

Any employee found to be in breach of this confidentiality obligation, whilst still employed by HORSE SA will be disciplined, and in serious instances, dismissed.

Any ex-employee found to be in breach of this confidentiality obligation may be subject to legal action being taken against them, dependant upon the circumstances of the breach.

This Policy will operate in conjunction with the contract of employment or letter of appointment for every employee employed by HORSE SA and must be signed by the employee prior to the commencement of employment.

Signature: _____

Date: ____/____/____

[Responsible Officer's Title]

Issued: ____/____/____
Replaces: ____/____/____
First Issued: ____/____/____



5. Occupational Health, Safety and Welfare Policy

The most valuable asset to HORSE SA is its employees and volunteers whose health, safety and welfare ranks equally with all other financial and operational considerations.

All persons who work at HORSE SA have responsibilities for observing occupational health, safety and welfare requirements.

Management:

- has a responsibility to ensure, as far as reasonably practicable, that employees, whilst at work, are safe from injury and risk to health;
- are responsible for the effective implementation of this Occupational Health, Safety and Welfare Policy;
- must be positively committed to the consultation process; and
- are responsible for ensuring adequate information, instruction, training and supervision of all employees.

Employees and volunteers:

- have a duty to take care of their own health and safety, and that of others who may be affected by their actions or failure to act whilst at work.

Active consultation will be undertaken in order to ensure the best possible resolution for health, safety and welfare issues at HORSE SA.

In all instances, HORSE SA will seek to implement best practice solutions for health, safety and welfare concerns and is committed to ensuring compliance with current legislation.

HORSE SA will endeavour, through regular review of systems, to strive for continuous improvement to bring about an ongoing improvement of occupational health, safety and welfare performance with the aim of eliminating all unwanted work-related hazards and work-related injuries.

Signature: _____

Date: ____/____/____

[Responsible Officer's Title]

Issued: ____/____/____ Replaces: ____/____/____ First Issued: ____/____/____



6. Privacy Policy

HORSE SA is covered by the 10 National Privacy Principles (NPP), as set out in the Privacy Act 1988 (amended by the Privacy Amendment (Private Sector) Act 2000).

HORSE SA recognises the importance of protecting personal information, which it may be required to collect from individuals who become associated with its business. The purpose of this Policy is to ensure that any individual who provides information to HORSE SA is protected according to the requirements of the Privacy Amendment Act (Private Sector) 2000.

For the purpose of this Policy, “**information**” is described as:

“**Personal information**” means information relating to an individual, including an opinion, which may be provided to HORSE SA as part of its normal operations, either in material form or not, and whether true or not. Such information may personally identify an individual or make the person’s identity reasonably apparent.

“**Sensitive information**” means information or an opinion about an individual’s racial or ethnic origin, political opinions, membership of a political association, religious beliefs, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual practices, criminal record or health information.

HORSE SA takes its obligations under the Privacy Act seriously, and as such, will take all reasonable steps in order to comply with the Act and protect the privacy of personal information that it holds.

Collection and Use of Information

HORSE SA may require the collection of personal information from individuals to enable it to provide HORSE SA

- with a membership database as required under The Horse Federation of SA Inc Constitution
- With information to conduct events
- With information to build a contact database
- With Information gathered during the sale of items or services
- Survey information

The reasons for the collection of personal information include, but are not limited to, HORSE SA

- *Constitutional requirements*
- *Legal Requirements*
- *Taxation requirements*
- *Contractual arrangements*



HORSE SA may collect and hold personal information, such as, but not limited to, names of employees and proprietors of organisations, addresses, telephone numbers, facsimile numbers, e-mail addresses, titles and professional affiliations. These details are collected for the purpose of providing HORSE SA services to customers and clients, and the selling and marketing of our products and extended range of services. HORSE SA may also use such information to apply customer/member satisfaction surveys and events such as “loyalty” programs. HORSE SA will not disclose this information to any other organisation, nor will it send any information overseas for any purpose whatsoever.

In the event that sensitive information is collected by HORSE SA, it will not be used for any purpose without the express permission of the individual. The collection, use and disclosure of information will be in accordance with HORSE SA Collection Statement.

Storage, Access and Retention of Personal Information

All personal information collected by HORSE SA will be retained as part of a database, which will be securely monitored and maintained by HORSE SA. The data will not be made available to a third party, unless it is legally required and verified, without the authority of the individual who provided the personal information.

HORSE SA will make available for inspection all personal information, based on the information supplied by the individual that it holds in relation to an individual provided reasonable notice is given. In the event that any part of the personal information that the individual inspects is determined to be incorrect and requires alteration then HORSE SA will make such alteration in compliance with the corrected advice provided by the individual.

HORSE SA will take all reasonable steps to protect the security of the personal information that it holds. This includes appropriate measures to protect electronic materials and materials stored and generated in hard copy.

Where information held by HORSE SA is no longer required to be held, and the retention is not required by law, then HORSE SA will destroy such personal information by a secure means.

Compliance

If an individual has any concerns regarding the privacy of personal information, then the individual may make a complaint to HORSE SA *Executive Officer* who will then endeavour to resolve the complaint.

Sources of Information

Where possible, HORSE SA will collect the information directly from individuals, customers and clients. In some instances, HORSE SA may collect personal information from press reports or published mediums, in the case, it will endeavour to verify such details with the person concerned.



HORSE SA acknowledges that there is no obligation for an individual to provide it with personal information. However, if an individual chooses not to provide HORSE SA with personal details, it may not be able to provide the individual with a full range of services or reduce the ability of servicing the individual's organisation direct. Should any employee require further information in relation to privacy, please visit www.privacy.gov.au.

Signature: _____

Date: ____/____/____

[Responsible Officer's Title]

Issued: / ____ / ____ Replaces: / ____ / ____ First Issued: / ____ / ____

Exemptions from Privacy Laws

The Privacy Amendment (Private Sector) Act 2000 exempts:

- > employee records;
- > related companies;
- > individuals in a non-business capacity;
- > registered political parties
- > acts and practices of media organisations carried out in the course of journalism;
- > small business with a \$3 million turnover (or less), unless it
 - > provides a health service;
 - > sells personal information;
 - > purchases personal information; or
 - > contracts as a service provider to the Commonwealth.

Collection Statement

In order to comply with the new privacy laws, organisations are required to provide specific information to an individual at the time the personal information is collected. An organisation must take reasonable steps to ensure that the individual is aware of this information, whether or not an individual requests it.



The individual must also be told who is collecting the information, the reason for collecting it and how to directly contact the Privacy Officer.

The Purpose of the Collection

HORSE SA may require the collection of personal information to satisfy the needs of the organisation.

The personal information may be required for the purpose of:

- > giving you information to which you are entitled as a member/customer; and
- > supplying to you, and administering, the products and services you require.

HORSE SA may also collect the information for the provision of marketing, unless a specific request in writing is provided detailing what is not required.

HORSE SA may need to give personal information to other organisations to comply with its legal obligations, such as auditors, legal advisers and the Australian Taxation Office [or any other relevant organisations].

Disclosure to an Organisation

HORSE SA may disclose personal information, for the purposes set out above, to any of its subsidiaries, branches, franchises or legally related companies, agents, dealers or contractors.

HORSE SA acknowledges that there is no obligation for an individual to provide it with personal information. However, if an individual chooses not to provide HORSE SA with personal details, it may not be able to provide the individual with a full range of services or reduce the ability of servicing the individual's organisation direct.

Access Rights and Contact Details

The Privacy Act 1988 (amended by the Privacy Amendment (Private Sector) Act 2000) provides the right to access personal information held by HORSE SA. If the information is inaccurate, a request can be made to correct it.

Further information can be obtained by contacting HORSE SA Privacy Officer

Julie Fiedler
Executive Officer
Horse SA
PO Box 20
Wayville SA
08 8410 0423



7. Sexual Harassment Policy

HORSE SA is committed to ensuring that all current and prospective employees are not subjected to any form of sexual harassment in the workplace.

“Sexual harassment” refers to any unwanted, unwelcome and uninvited behaviour of a sexual nature that results in a person feeling humiliated, intimidated and offended, and under the circumstances, it would be reasonable for them to feel this way. The perception by an employee that they have been sexually harassed is sufficient for them to lodge a complaint.

Sexual harassment does not refer to behaviour based on mutual attraction, friendship and respect if the interaction is consensual, welcome and reciprocated. Sexual harassment is unlawful under both the Equal Opportunity Act 1984 and the Sex Discrimination Act 1984.

Sexual harassment may include:

- uninvited touching or fondling;
- uninvited kisses or embraces;
- making promises or threats in return for sexual favours;
- sexually explicit conversation;
- offensive phone calls or letters;
- stalking (criminal offence);
- offensive e-mail messages or computer screen savers;
- demands that revealing clothing be worn;
- sexual assault (criminal offence);
- obscene telephone calls (criminal offence);
- sexual jokes or innuendos;
- unwelcome comments about a person’s sex life or physical appearance;
- sexual propositions or continual requests for dates;
- displays of sexually graphic material or pornography including posters, pin ups, cartoons, graffiti or messages left on notice boards, desks or any other public area;
- “flashing” or sexual gestures (criminal offence);
- sex-based insults, taunts, teasing or name-calling;
- staring or leering at a person or at parts of their body;
- unwelcome physical contact such as massaging a person without invitation or deliberately brushing up against them.

HORSE SA recognises and acknowledges that sexual harassment may involve comments and behaviour that offend some persons but not others. HORSE SA accepts that individuals may react differently to certain comments and behaviour, and as a result, has determined that a high standard of behaviour is required of all staff and volunteers.



HORSE SA has a legal responsibility to take all reasonable steps to prevent sexual harassment from occurring in connection with the workplace.

In this regard, HORSE SA will:

- provide training workshops or information sessions for all employees within the company relating to sexual harassment;
- provide training for managers/supervisors and other employees involved in the complaint resolution process and establish the complaint resolution procedures to be used when dealing with sexual harassment complaints;
- distribute and regularly promote this Policy statement to all existing and new employees;
- model appropriate behaviour themselves and monitor the working environment to ensure that the appropriate standards of conduct are observed at all times;
- treat all complaints seriously and take immediate action to investigate and resolve any complaint quickly and fairly and with complete confidentiality;
- ensure that employees who make or support a complaint of sexual harassment are not subsequently subjected to victimisation;
- ensure that any employee found guilty of making mischievous or vexatious complaints relating to sexual harassment is disciplined accordingly;
- take all reasonable steps to ensure there is no recurrence of the offence.

In addition to this, all employees and volunteers have a responsibility to assist HORSE SA by ensuring that:

- they comply with this Sexual Harassment Policy by ensuring that they do not perpetrate sexual harassment in the workplace;
- they offer assistance or support to any person being harassed; and
- they keep any complaint confidential to avoid idle gossip and to prevent potential defamatory proceedings being taken against them.

To ensure that this Sexual Harassment Policy is adhered to properly, an officer has been appointed as the Coordinator on behalf of the Horse SA Management Committee, who will be responsible for the education and training of all staff on sexual harassment issues, and in assisting management implement the Sexual Harassment Policy.

The Management Committee will ensure that all complaints of sexual harassment will be investigated quickly and fairly and treated with complete confidentiality. Any employee found guilty of perpetrating sexual harassment will be disciplined, or in serious cases, dismissed. Any manager/supervisor found guilty of condoning sexual harassment will be disciplined, or in serious cases, dismissed.



Sexual Harassment Procedure

If any employee believes or perceives that they are or have been sexually harassed, they should approach the harasser and ask them to stop the offending behaviour.

If the person with the complaint is either not satisfied with the outcome of their discussions with the harasser, or feels uncomfortable about approaching the harasser on their own, the person may seek the assistance of an appropriately trained Contact Officer who will provide support and advice to the employee of their options for resolving their complaint. Current Contact Officers are:

If the matter is not resolved informally, the person may wish to make a complaint of harassment to the management committee. A person may elect to make such a complaint as an initial step without approaching the harasser, for example if the allegations are serious. [The support and advice of a Contact Officer may still be accessed throughout this time.]

Following the initial report, if the matter is deemed to warrant further action being taken, the person will be requested to put their complaint in writing, which will include the action they want taken against the person(s) concerned. This action may include:

- arranging for someone to speak to the person(s) responsible for the alleged sexual harassment;
- arranging a mediation meeting where an independent party will assist to resolve the issue(s); and/or
- making a formal complaint that will involve the conduct of an investigation into the alleged incident(s).

All complaints will be investigated promptly, fairly and confidentially by nominated Complaints Officer. The investigation will involve the interviewing of any employee or volunteer who has been complained about, who will be provided with an opportunity to respond to the allegations made against them. Any other person(s) who may have been involved or who may have witnessed the incident(s) will also be interviewed as part of the investigation.

During any meetings or discussions, every employee will have the right to be represented or accompanied by a person of their choosing, such as a union representative, family member or friend.

Following the investigation, the employee who has made the complaint will be informed of what action (if any) is proposed to be taken by HORSE SA and the reasons for such action or lack of action being taken.

If any employee is not comfortable in approaching the nominated Contact Officer or other nominated representative of HORSE SA in the first instance, or if they are not satisfied with the way their complaint has been handled, they have the right to refer the matter to the Equal Opportunity Commission.



Signature: _____

Date: ____/____/____

[Responsible Officer's Title]

Issued: /____/____
Replaces: /____/____
First Issued: /____/____



8. Smoke-Free Policy

HORSE SA is committed to providing a safe and healthy working environment for all employees and volunteers.

In order to meet our duty of care to employees (paid and unpaid), HORSE SA believes it has a responsibility to discourage smoking and therefore HORSE SA will be a smoke-free workplace.

HORSE SA will not permit smoking inside any of its owned or rented buildings, on client premises, in motor vehicles on HORSE SA business. All functions (including dinners, fund raising events, meetings, trade fairs, etc) of the organisation to be smoke free.

- Cigarettes not to be sold (including from vending machines).
- Hiring out venue to be smoke free.

Smoking will only be permitted during recognised work breaks and only in designated area outside of the building:

Employees are reminded that they are obliged, under the Occupational Health, Safety and Welfare Act 1986, to protect the health of their fellow employees. It is a condition of employment that employees must comply with this Policy. Non-compliance will be subject to “Breach of Health and Safety Guidelines” and will result in appropriate disciplinary action being taken against the employee concerned.

This Policy will apply to all permanent, casual, contract and service staff, volunteers, visitors and other persons whilst on HORSE SA premises.

Signature: _____

Date: ____/____/____

[Responsible Officer’s Title]

Issued: ____/____/____
Replaces: ____/____/____
First Issued: ____/____/____

9. Travel and Expense Reimbursement Policy

HORSE SA will reimburse employee travel and associated expenses, incurred during the course of their employment subject to the requirements of their specific position and under stipulated conditions and circumstances. All travel and expense claims must be approved by the appropriate manager/supervisor prior to reimbursement occurring.

Motor Vehicles

When an employee uses their own motor vehicle for HORSE SA business, following approval by the appropriate manager/supervisor, a motor vehicle allowance as determined by the Australian Tax Office per kilometre rate for the vehicle type, covering all costs such as petrol, oil, repairs, tyres and maintenance, as outlined in the relevant Agreement/Award or organisational policy, will be paid to the employee.

Before an employee will be permitted to use their own motor vehicle for HORSE SA business, proof will be required to be produced that the motor vehicle is registered, covered by comprehensive insurance and third party property and damage insurance that incorporates the utilisation of the motor vehicle on business relating to HORSE SA.

HORSE SA will not be responsible for any traffic or parking fines incurred by any employee.

Employees are required to complete the necessary documentation and obtain authorisation from the appropriate person before reimbursement will be made.

Air Travel

All domestic and international air travel will be economy class at the cost of the employer. All air travel or any variations to the class of travel used must be approved by the appropriate manager/supervisor.

Accommodation

HORSE SA will reimburse for accommodation and meal expenses whilst an employee is on approved business travel provided prior approval has been given by the appropriate person. Employees will be expected to produce all receipts of expenses incurred for authorisation and verification by the appropriate manager/supervisor.

Taxis

If a company or private motor vehicle is not available, employees may be permitted to use taxis to travel on HORSE SA business, following approval by the appropriate manager/supervisor. The employee will be required to provide all details regarding the necessity to use the taxi service to the appropriate manager/supervisor. All taxi fares will be paid by Cabcharge card or docket and must only be used for HORSE SA business after the initial approval of the appropriate manager/supervisor.

Signature: _____
[Responsible Officer's Title]

Date: ____/____/____

Issued:	____/____/____
Replaces:	____/____/____
First Issued:	____/____/____

10. Volunteer Policy

Volunteers are recognised as an essential part of our organization, performing many different roles. HORSE SA will endeavour to acknowledge their commitment, their efforts and their dedication.

Volunteer rights

Unlike paid staff, volunteer staff are not covered by award conditions or workplace agreements. Volunteers, however, do have rights, such as the right to:

- Work in a healthy and safe environment
- Be interviewed and employed in accordance with [equal opportunity legislation](#)
- Be adequately covered by insurance
- Be given a copy of this policy and any other policy that affects their work
- Have a job description and agreed working hours
- Have access to a grievance procedure
- Be provided with orientation to the organisation
- Have confidential and personal information dealt with in accordance with the principles of the Privacy Act 1988
- Be provided with sufficient training to do the job
- Work in an harassment free environment

Volunteer Protection Act (2001)

The intent of this legislation is to provide protection to individual volunteers from personal liability for loss, injury or damage caused as a result of an act or omission on their part while undertaking their volunteering duties on behalf of an incorporated organisation.

The Act does not provide the Volunteer with personal accident cover.

Signature: _____
[Responsible Officer's Title]

Date: ____/____/____

Issued:	____/____/____
Replaces:	____/____/____
First Issued:	____/____/____

11. SunSmart Policy

Rationale

The health of participants in Horse SA activities is of primary concern to the Management Committee of Horse SA. It is acknowledged that skin cancer is a major public health problem in Australia, with two out of every three people requiring treatment for some form of skin cancer in their lifetime. It is recognised that skin cancer is preventable and like any other medical condition, it is best dealt with by the application of preventative measures. While Horse SA will endeavour to assist in sun protection when conducting activities, it is recognised that ultimately, the responsibility is that of each individual.

Policy

- Outdoor activities held during summer, should try to be scheduled outside the peak sun damage hours of 11.00am and 3.00pm, during daylight saving time.

Information to be provided to participants which

- Encourages use of natural and artificial shade and shelter
- Encourages and promotes the use of high SPF Broad Spectrum sunscreen by members.
- Encourage collars, long sleeves, hats with brims and wrap around sunglasses
- Officials and carers will endeavour to constantly revise and upgrade sun protection measures.

Signature: _____
[Responsible Officer's Title]

Date: ____/____/____

Issued: ____/____/____

Replaces: ____/____/____

First Issued: ____/____/____

12. MEMBER PROTECTION POLICY

HORSE SA is committed to providing a sport and work environment free of discrimination and harassment (sexual or otherwise), where individuals are treated with respect and dignity, and where children are protected from abuse. HORSE SA will not tolerate behaviour which constitutes abuse, discrimination or harassment under any circumstances and will take disciplinary action against anyone who breaches the Member Protection Policy.

This Member Protection Policy aims to provide the best possible environment in which its members, service providers and employees including volunteers, can enjoy their pursuits and discharge their responsibilities to the best of their abilities.

Signature: _____
[Responsible Officer's Title]

Date: ____/____/____

Issued: ____/____/____
Replaces: ____/____/____
First Issued: ____/____/____

13. Policy for the awarding of HONORARY LIFE MEMBERSHIP and MERITORIOUS SERVICE AWARDS

Horse SA provides for the recognition of individual and organizational achievement in, or contribution towards the organization with the following award system:

Honorary Life Membership

Honorary Life Membership is considered the highest honour Horse SA can bestow upon one of its members.

Criteria: A potential recipient must have been a member of Horse SA for a minimum of 5 years, must be a current financial member, must have demonstrated a long-term and significant commitment to the organization and must have made a considerable contribution to the progress and/or success of some aspect of Horse SA.

Volunteers must have received no remuneration for their services (apart from reimbursement for expenses incurred). Their dedication and achievements as volunteers must be outstanding.

Meritorious Service Award

Should HORSESA wish to bestow an honour upon a person who is not a member of HORSESA, or an organization, and it does not meet the criteria for Honorary Life Membership, a Meritorious Service Award can be considered.

Criteria: Someone who has not necessarily been a member of Horse SA, or an organization, that has made a significant and effective contribution to some facet of Horse SA either regularly over a long period of time or substantially over a short period e.g. sponsor..

Volunteers must have received no remuneration for their services (apart from reimbursement for expenses incurred). Their dedication and achievements as volunteers must be outstanding.

An organization offering outstanding service resulting in significant benefit to Horse SA which flows on to the horse industry or horse community

Procedure

1. The person proposing the award (nominator) must be a current financial member of Horse SA
2. The awards are not automatically offered annually. The nominator. must complete the appropriate form (available from Horse SA office or website).
3. The Nomination is then submitted to the Management Committee for consideration and possible further investigation. If the MC considers the nomination to be worthwhile, the MC will put this as a recommendation to the next Annual General Meeting. For the nomination to be accepted, it will need to be passed by a 2/3 majority of members present at the AGM.
4. A nomination must reach the MC one month prior to the AGM to be considered at that year's AGM.
5. If a nomination is received for Honorary Life Membership and in the opinion of the Management Committee it does not meet the criteria for this award, the nominee may be considered for a Meritorious Service Award.
6. Successful recipients will be acknowledged with a framed Certificate.

Signature: _____
[Responsible Officer's Title]

Date: ____/____/____

Issued:	____/____/____
Replaces:	____/____/____
First Issued:	____/____/____

14. Hot Weather Policy

Horse SA has a duty of care to the health, comfort and welfare of its employees, members and volunteers.

In arranging or being part of any event organizers will be mindful of the need for shade and plenty of water for both human and equine participants. The Sun Smart Policy will be actively promoted at such events.

Signature: _____
[Responsible Officer's Title]

Date: ____/____/____

Issued: ____/____/____

Replaces: ____/____/____

First Issued: ____/____/____

15. Child Protection Policy

Protecting children from abuse is a responsibility that we must all undertake. HORSE SA is committed to ensuring that the safety, welfare and wellbeing of children and young people is maintained at all times during their participation in any activities connected with HORSE SA.

HORSE SA aims to promote a safe environment for all children and to assist all staff, officials, instructors, members and volunteers to recognise child abuse and neglect and to follow the appropriate notification procedures when reporting alleged abuse.

Signature: _____
[Responsible Officer's Title]

Date: ____/____/____

Issued: ____/____/____
Replaces: ____/____/____
First Issued: ____/____/____

GRIEVANCES & DISPUTE RESOLUTION

Introduction

Horse SA encourages its employees and volunteers to resolve any issues or concerns that they may have at the earliest opportunity with their immediate supervisor.

The preferred process involves employees and volunteers being able to resolve issues to their satisfaction internally, without feeling they have to refer to external organisations or authorities for assistance.

Purpose

The purpose of this document is to provide an avenue through which employees and volunteers, and their managers, can resolve work-related complaints as they arise.

Authorisation

Chairperson
Horse SA

Policy

Horse SA will establish mechanisms to promote fast and efficient resolution of workplace issues.

Open communication and feedback are regarded as essential elements of a satisfying and productive work environment. Employees and volunteers should feel comfortable with discussing issues with their manager or supervisor in accordance with the procedures outlined below.

All formal avenues for handling of grievances will be fully documented and the employee/volunteer's wishes will be taken into account in the determination of appropriate steps and actions.

No employee will be intimidated or unfairly treated in any respect if they utilise this Policy to resolve an issue.

This Policy applies to permanent and part-time paid employees and volunteer workers.

Responsibilities

It is the responsibility of **Management and Supervisors** to ensure that:

- they identify, prevent and address potential problems before they become formal grievances;
- they are aware of, and are committed to the principles of communicating and information sharing with their employees and volunteers;
- all decisions relating to employment practices are made with consideration given to the ramifications for the individual, as well as the Organisation in general;
- any grievance is handled in the most appropriate manner at the earliest opportunity;
- all employees and volunteers are treated fairly and without fear of intimidation.

It is the responsibility of **Employees (including Volunteers)** to ensure that:

- they attempt to resolve any issues through their immediate supervisor and through internal processes at the earliest opportunity.

It is the responsibility of the **Horse SA Management Committee** to ensure that:

- all Managers, Supervisors, Employees and Volunteers are aware of their obligations and responsibilities in relation to communication and information sharing with their employees;
- ongoing support and guidance is provided to all employees in relation to employment and communication issues;
- all Managers, Supervisors, Employees and Volunteers are aware of their obligations and responsibilities in relation to handling grievances;
- any grievance that comes to the attention of Managers or Supervisors is handled in the most appropriate manner at the earliest opportunity.

Procedure

Employment Practices

All Managers and Supervisors should be aware of the possible ramifications of their actions when dealing with employee/volunteer issues. They must ensure that all employees/volunteers are treated with fairness, equality and respect.

If there are any doubts or queries in relation to how to deal with a particular set of circumstances, Managers or Supervisors should contact the Horse SA Chairperson for advice at the earliest opportunity.

Where a grievance or dispute has been brought to a Manager's attention, he/she should assess whether the employee involved is covered by an Award or Agreement, and if so should refer to that document for grievance procedures. If the employee/volunteer involved is not covered by such a document, the guidelines below should be followed.

Grievances and Dispute Resolution

An employee or volunteer who considers that they have a dispute or grievance should raise the matter with their immediate supervisor as a first step towards resolution. The two parties should discuss the matter openly and work together to achieve a desired outcome.

The Manager or Supervisor should check for clarification of the issue to ensure they fully understand the complainant's concern. Managers should follow the standard procedure of offering the employee/volunteer the opportunity to have an independent witness at the discussion, ensuring they follow the steps outlined below:

- If more than one person is present, establish the role of each person.
- Outline the process that is to be followed.

- Inform the parties that any information obtained in the conduct of the review is confidential.
- Listen to the complainant and diagnose the problem.
- Take accurate and detailed notes of all conversations (including dates, people involved) and attach any supporting documentation.
- If deemed necessary, provide the employee/volunteers with a written summary of the meeting and clarification of the next steps to be taken.

The Manager must ensure that the manner in which the meeting is conducted will be conducive to maintaining positive working relationships, and will provide a fair, objective and independent analysis of the situation.

All parties are to maintain complete confidentiality at all times.

If the matter is not resolved and the employee/volunteer wishes to pursue it, the issue should be discussed with a Horse SA Management Committee member present. Again, the matter is to be discussed openly and objectively with management to ensure it is fully understood.

If the grievance/dispute is one of a confidential or serious nature involving the Employee/Volunteer's Manager, the complainant may discuss the issue directly with the Horse SA Chairperson, who may after consultation with the Horse SA Management Committee refer the complaint to the Sports SA Sports Dispute Centre

Horse SA Social Media Policy

Purpose

Social media provides an excellent opportunity for people to gather in online communities of shared interest and create, share or utilise the content. The interest and participation in social media is growing very quickly and this also extends to organisations who are recognising that social media offers new opportunities to communicate with customers and other communities with shared interests.

Horse SA sees social media as an important tool of corporate and business engagement. Horse SA's principles of Social Media Engagement are designed to protect the interests of the Horse SA Management Committee, employees and the organisation.

The essential guiding principles are:

1. Ensure that you are fully aware who you are representing.
2. All references to Horse SA are correct, accurate and in line with the Confidentiality and Intellectual Property Policies of Horse SA.
3. Demonstrate respect for the individual and communities with which you interact at all times.

Application

Social Media Engagement is a policy of Horse SA and it applies to all Horse SA Management Committee, employees, volunteers, contractors and to any other person who is notified that this policy applies to them.

The policy applies to the business of Horse SA and not to personal use of social media where no reference is made to Horse SA or any of its business, members or associated activities.

If you require clarification about aspects of this policy and how it applies to your own circumstances, please discuss this with the Chief Executive Officer or Business Manager.

Policy

Horse SA appreciates the value in using social media to build relationships with customers, communities and other relevant stakeholders.

If you are officially appointed to represent Horse SA in social media, or if you are discussing Horse SA or Horse SA business related issues in your personal use of social media platforms, you are required to follow this Policy.

Social media tools include:

- social networking sites e.g. Facebook, MySpace, Bebo, Friendster
- video and photo sharing websites e.g. Flickr, YouTube
- micro-blogging sites e.g. Twitter

- weblogs, including corporate blogs, personal blogs or blogs hosted by traditional media publications
- forums and discussion boards such as Whirlpool, Yahoo! Groups or Google Groups
- online encyclopedias such as Wikipedia
- any other web sites that allow individual users or companies to use simple publishing tools.

There are two ways that this policy will apply to you.

- **You are appointed** to represent Horse SA on social media platforms and are using a social media platform for business purposes. Further information is outlined below.
- **You choose** to make references to Horse SA, its people, products or services, and/or other business related individuals or organisations when you are using a social media platform in a personal capacity. Further information is outlined in below.

Horse SA's Social Media Engagement Policy does not apply to personal use of social media platforms where you make no reference to Horse SA related matters.

Social Media Engagement for Business Purposes

Representation

You are required to:

- Disclose that you are a Horse SA employee and be clear about which area you are representing and what your role and accountabilities are;
- Disclose only publicly available information. You must not comment on or disclose confidential Horse SA information (such as financial information, future business performance, business plans, imminent departure of key executives).
- Or, by arrangement with Horse SA EO, provide new information as part of a planned media program

If you require clarification about what Horse SA information is in the public domain, you should refer to Horse SA management.

Responsibility

You are required to:

- Ensure that any content you publish is factually accurate and complies with relevant company policies, particularly those relating to confidentiality and disclosure (see References section below);
- Ensure that you have received the appropriate internal clearances and approvals in accordance with Horse SA's policy for releasing information in the public domain
- Only offer advice, support or comment on topics that fall within your area of responsibility at Horse SA. For other matters, seek advice from management alert, if the situation requires a real time response, let the other party know that the request has reached Horse SA for response;

- Ensure you do not post material that is obscene, defamatory, threatening, harassing, discriminatory or hateful to another person or entity (including horses), including Horse SA, its members, employees, its contractors, its partners, its competitors and/or other business related individuals or organisations;
- Ensure you do not disclose other people's personal information in social media venues, and comply with the Privacy Policy

Respect

You are required to:

- Be respectful of all individuals and communities with which you interact online;
- Be polite and respectful of others' opinions, even in times of heated discussion and debate;
- Adhere to the Terms Of Use, and seek to conform to the cultural and behavioural norms, of the social media platform being used;
- Respect copyright, privacy, financial disclosure and other applicable laws when publishing on social media platforms.
- Check with the Horse SA EO if you are not certain about what you can reproduce or disclose on social media platforms.

Personal Uses of Social Media Platforms

This Social Media Engagement policy is applied if you choose to make references to Horse SA , its people, members or services, its competitors, and/or other business related individuals or organisations when you are using a social media platform in a personal capacity. It is important in these circumstances that readers of your posts do not misconstrue your personal comments as representing an official Horse SA position.

Representation

You are required to:

- Identify yourself as a Horse SA employee if you refer to Horse SA , its people, members and services, its competitors and/or other business related individuals or organisations;
- Ensure you do not imply in any way that you are authorised to speak on Horse SA's behalf;
- Ensure you do not knowingly use the identity of another Horse SA employee or an employee of a Horse SA partner or competitor (including name or variation of a name);
- Be mindful during your social media engagements of the importance of not damaging the organisation's reputation, interests and/or bringing Horse SA into disrepute;
- Disclose only publicly available information. You must not comment on or disclose confidential Horse SA information (such as financial information, future business performance, business plans, imminent departure of key executives). If you require clarification about what Horse SA information is in the public domain, you should consult management.
- Not include Horse SA's logos or trademarks in your postings or any of our funding partners or other business associates.

Responsibility

You are personally responsible for the content of your posts online. In this context, you have a responsibility to ensure that:

- any information about Horse SA's services that you provide is informed and factually accurate. If you wish to express your opinions please state they are your personal opinions. If you are offering your personal perspective on a matter related to Horse SA, be mindful that your commentary and opinion does not cause damage to Horse SA or its interests.

You are required to:

- Use a disclaimer to ensure that your stated views and opinions are understood to be your own and not those of Horse SA.

A disclaimer is required when you:

- Refer to the work done by Horse SA;
- Comment on any Horse SA related issue; or
- Provide a link to the Horse SA website.

Use a permanent disclaimer if you are referring regularly to Horse SA or Horse SA related issues. For irregular Horse SA references, a disclaimer need only be used on a case by case basis. An example of a disclaimer is: "the views expressed in this post are mine only and do not necessarily reflect the views of Horse SA."

- Adhere to Horse SA's Policy on Internet Use if you are using Horse SA provided services made available to you as an employee. In particular, limited personal use of Horse SA provided services (such as email, internet access and instant messaging) is allowed, however it must be within reasonable limits and not interfere with your work;
- Reference only publicly available information on www.sportsa.org.au
- Ensure you are not the first to make a Horse SA announcement;
- Ensure you do not post material that is obscene, defamatory, threatening, harassing, discriminatory or hateful to another person or entity, including about Horse SA , its employees, members, its contractors, its partners, its competitors and/or other business related individuals or organisations.

Respect

You are required to:

- Be respectful of all individuals and communities with which you interact online;
- Be polite and respectful of other opinions, even in times of heated discussion and debate;
- Adhere to the Terms Of Use, and seek to conform to the cultural and behavioural norms, of the social media platform being used;
- Respect copyright, privacy, financial disclosure and other applicable laws when publishing on social media platforms. Check with management if you are not certain about what you can reproduce or disclose on social media platforms.

Breach of Policy

As is the case with all of Horse SA's policies and procedures, if you do not comply with this Policy you may face disciplinary action under Horse SA's Performance Management process. This disciplinary action may involve a verbal or written warning or, in serious cases, termination of your employment or engagement with Horse SA.

Horse SA may recover from you any costs incurred as a result of a breach of this Company Policy. If you break the law you may also be personally liable.

Signature: _____

Date: ____/____/____

[Chairman]

Enquiries

Julie Fiedler Executive Officer Horse SA

E: horsesa@horsesa.asn.au www.horsesa.asn.au

Credits:

Adapted from Sport SA Media Policy 2011

Horse SA Media Policy

Horse SA works on behalf of our members on horse industry & community issues & topics in accordance with our Constitution.

Our relationship with the media is vital to our success including our advocacy role for our members. We work positively and collaboratively to ensure that we have effective relationships with our partners and provide accurate, reliable, valid information to the best of our knowledge at all times.

Procedures

1. As such the following outlines a clear manner in which Horse SA can utilise the media in order to achieve its stated aims:
2. All media enquiries are to be directed to the EO.
3. Where media statements are required immediately, the EO will respond. The Chairperson or authorised delegate may also respond to media inquiries following consultation with the EO.
4. Management Committee members, Staff, Contractors or Volunteers must not communicate with media on behalf of the organisation without prior authorisation from the EO.
5. Confidentiality and privacy of members and stakeholders should always be respected.
6. Verbal consent should be sought prior to any photographs, films or interviews for media activities. The EO or her/his delegate is responsible for seeking this consent.
7. Horse SA will seek to promote positive coverage of its achievements, horse industry issues, topics of interest and future vision.
8. All media releases and events will aim to educate and inform the public about issues facing the sports industry.
9. Horse SA will, where possible and appropriate, convey media releases in a culturally and linguistically appropriate manner
10. Horse SA will not provide endorsements of any political party, but will comment in a qualitative manner on the merits and deficiencies of any policy initiative.
11. Under no circumstances shall staff/Board of Management members engage in media activities to air concern/grievances regarding the operation of Horse SA.

Signature: _____
Chairman

Date: ____/____/____

Credits:

Adapted from Sport SA Media Policy 2011