
EMDRAA SAFE AND RESPECTFUL ASSOCIATION POLICY

1. PURPOSE

The EMDR Association of Australia (**EMDRAA** or the **Association**) aims to be the leading Australian authority on best-practice EMDR therapy in support of mental health practitioners. EMDRAA's principal purpose is to maintain, support and promote EMDR treatment, practice, research, and education.

The Safe and Respectful Association Policy (**Policy**) guides EMDRAA regarding the fundamental principles and approach when a Member's conduct does not meet the Association's requirements as outlined in the Code of Code and The Safe and Respectful Association Policy.

- 1.1. EMDRAA strives to be a safe and respectful association for its members.
- 1.2. EMDRAA has a zero-tolerance approach to unacceptable behaviours.
- 1.3. EMDRAA encourages its members to use informal conflict resolution processes to address concerns without resorting to formal grievance and complaint processes, where appropriate.
- 1.4. Members engaging in unacceptable behaviour as outlined in this Policy may be subject to a formal complaint.

2. OBJECTIVES

The Code of Conduct policy (the Code) outlines EMDRAA's values, mission, and broader ethical principles, including recognising and valuing each person's contribution.

This Policy sits alongside the Code to form guidance materials that bring to life EMDRAA's mission and values. It reinforces the highest standard of professional and social behaviours expected of our membership as outlined in

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the Code by detailing unacceptable behaviours for which the Association has a zero-tolerance approach.

In addition to the Code, the Policy should be read in conjunction with the EMDRAA Constitution, Organisational Mission and Values, and other policies and procedures referenced within the Policy.

3. DEFINITIONS AND INTERPRETATIONS

In this policy:

- 3.1. **Constitution** means the Constitution of EMDRAA Limited.
- 3.2. **Committee Members** means members of EMDRAA-organised committees.
- 3.3. **Members** refers to individuals whose names are entered in the Register, including full members, associate members, independent directors, board members, volunteers, employees, and other classes of members, as set in clause 3.3 in the Constitution.
- 3.4. **EMDRAA Representative** means a member of the EMDRAA Board or the Executive.
- 3.5. **A stakeholder** means an individual or group that has an interest in and could be affected by any activity or decision of EMDRAA. This includes all Members and suppliers of goods and services on behalf of EMDRAA, other related professional bodies of EMDRAA, and relevant government agencies with dealings with EMDRAA.

4. APPLICABILITY

The Policy applies to everyone involved with EMDRAA, including the Board and Committee members, members, employees, volunteers, and stakeholders.

5. POSITIVE BEHAVIOURS

We believe everyone should be treated with dignity and respect and that all EMDRAA members are responsible for contributing to a safe, positive, and inclusive Association. Members must ensure that their behaviour does not pose a risk to other members' health, safety, and well-being.

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5.1. General Principles

All members, volunteers and stakeholders are entitled to expect the highest professional standards when interacting with each other.

5.2. Prevention Principles

Members are responsible for familiarising themselves with EMDRAA's policies, which outline the standards of behaviour for all individuals associated with EDMRAA and must refrain from engaging in any unacceptable behaviours.

6. UNACCEPTABLE BEHAVIOURS

EMDRAA has a zero-tolerance approach concerning unacceptable behaviours and expects that all members refrain from the following conduct:

6.1. Bullying Behaviour

Bullying is when a person or group of people repeatedly uses words or actions against someone else to cause them distress. Bullying is not the same as conflict between people (like having a fight or argument) or disliking someone¹.

Bullying may include, but is not limited to:

- 6.1.1. aggressive or intimidating conduct
- 6.1.2. belittling, humiliating, gossiping, or making practical jokes
- 6.1.3. excluding individual members or member groups
- 6.1.4. displaying or sharing offensive material
- 6.1.5. threatening or abusive communications
- 6.1.6. pressured or coerced by others to behave inappropriately.

6.2. Sexual harassment

The *Sex Discrimination Act 1984* (Cth) broadly defines sexual harassment as any unwanted sexual advance, request for sexual favours or conduct of a sexual nature about the person harassed in circumstances where a reasonable person would have anticipated the

¹ Victorian Equal Opportunity and Human Rights Commission <https://www.humanrights.vic.gov.au/for-individuals/bullying/>

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possibility that the person harassed would be offended, humiliated or intimidated. Sexual harassment may include, but is not limited to:

- 6.2.1. sexist jokes
- 6.2.2. unwelcome requests for sexual favour and/or advances
- 6.2.3. sexually explicit, sexist, or vulgar material which is, or can offend another person or
- 6.2.4. obscene telephone calls or emails

6.3. Racial Harassment

Racial harassment is defined as something done in public that offends, insults or humiliates a person or group because of their race, religion, colour, nationality or ethnic origin.

Examples of racial harassment may include, but are not limited to:

- 6.3.1. attributing stereotypical or extreme behaviour to a particular ethnic group
- 6.3.2. jokes about religious practices and social customs or
- 6.3.3. insults or taunts based on race

6.4. Disability Harassment

The *Disability Discrimination Act 1992* (Cth) prohibits harassment and direct or indirect discrimination in the workplace based on or linked to a person's disability or the disability of an associate.

Examples of harassment directed at a person with a disability may include but are not limited to:

- 6.4.1. making jokes at the expense of a person with a disability
- 6.4.2. disparaging remarks about a person's contributions or attendance at conferences due to a requirement for time away for needs associated with a disability or
- 6.4.3. overbearing or abusive behaviour towards people because of their disability.

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6.5. Corrupt Conduct

Corrupt conduct involves the dishonest or partial use of power or position, which results in one person/group being advantaged over another. Examples of corrupt conduct may include, but are not limited to:

6.5.1. unauthorised use of confidential information

6.5.2. bribery and blackmail

6.5.3. fraud, or

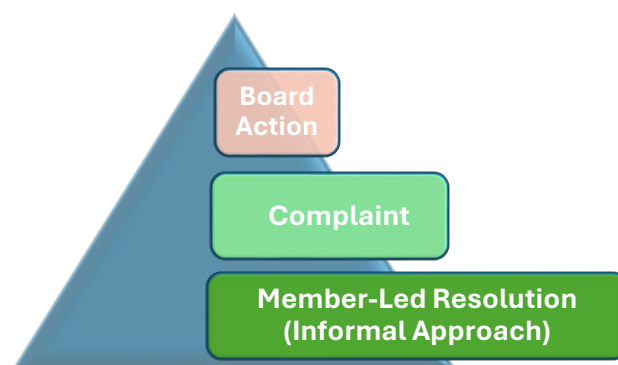
6.5.4. theft.

7. RESOLUTION PROCESS

All EMDRAA members are responsible for contributing to a harmonious Association in which individual views and contributions are valued. Good practice shows that most situations can be resolved at a local or facilitated level, and members are encouraged to take the initiative and resolve minor matters promptly, where appropriate.

Beginning a formal grievance process to resolve matters is only sometimes necessary, and members should only consider escalating to formal processes after an informal approach has been exhausted or when the concerns are too severe for an informal resolution approach.

The Resolution Pyramid (below) describes the pathways for resolution and indicates where most matters are expected to be resolved.



7.1. Member-led resolution

Informal conflict resolution aims to solve problems without resorting to formal grievance and complaint processes.

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Informal processes can be:

- shorter than formal grievances and complaints to resolve
- non-adversarial, and
- more likely to lead to good long-term relationships between the conflicted parties.

When concerns are resolved informally between members, they can often be prevented from escalating to more serious conduct or bullying behaviours. This is because, sometimes, people may see their behaviour as innocent or unintentional. However, members need to be able to consider the effect of their behaviour on others. When feedback is shared about a concerning behaviour and its impact, a member can reflect, consider alternative approaches and, ideally, cease the disrespectful behaviour. For this reason, EMDRAA, as a first step, encourages the resolution of concerns between individuals via a clear and direct communication approach if they feel safe and otherwise able to do so. This may include constructively raising concerns with the other person and seeking clarification of the other person's perspective.

When preparing to talk to a member, consideration of the following prompts may be helpful:

- What are you trying to achieve?
- Do you have all the correct information and practical examples?
- When and where are you going to have the conversation? Is it timely? Is it somewhere that you both feel comfortable?
- Are you calm?
- Are you prepared to listen and consider all points of view?
- Have you thought about possible resolutions?

During the conversation, remember to:

- refer to any conversations you have already had
- include any supporting information and give specific examples where possible

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- invite the other party to the issue to share their point of view and listen to what they have to say
- keep an open mind – there might be facts or issues you do not know about, and
- consider noting the discussions, including the date and time.

7.2. Formal complaint

EMDRAA’s Complaints Policy sets out the Association’s processes for responding to complaints.

EMDRAA is committed to responding promptly, fairly, and transparently to any concerns raised by Members or the public.

Where concerns cannot be resolved locally, or if an individual becomes aware of a clear breach of the Code of Conduct or has a complaint, the matter can be reported to EMDRAA following the EMDRAA Complaints Policy.

8. RELATED DOCUMENTS

The following documents are related to this policy:

EMDR Association of Australian Code of Conduct Policy

EMDR Association of Australia Complaints Policy

EMDR Association of Australia Complaints Submission Form

Constitution of EMDR Association of Australia Limited

Member Relations Committee Charter

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