

Work Place Safety Policy of The Canberra Islamic Centre

The Canberra Islamic Centre adopts the Work Safe policies and guidelines of the Safe Work Australia to deal with the issues of work safety and defines Inappropriate Behaviour that if when displayed by a visitor or a member will require an appropriate response from the Executive Committee of the CIC.

These documents of Safe Work Australia and enforceable in the ACT by Work Safe ACT will be followed for preventing and responding to bullying and harassment and in matters relating to work place safety.

Guide for preventing and Responding to Workplace Bullying

ISBN 978-1-74361-243-9 [PDF]

How to manage work health and safety risks

ISBN 978-0-642-33301-8 (PDF)

Workers Guide: Dealing With Work Place Bullying

ISBN 978-1-74361-241-5 [PDF]

The CIC treats “inappropriate behaviour” by an individual as a risk to health and safety because it may affect the mental and physical health of others who visit the Centre. As CIC premises are private property CIC reserves the right to limit the access to its premises of an individual non-members should that individual be found displaying inappropriate behaviour.

All visitors must comply with the policies of CIC and follow the rules governing attendance of functions within the premises of CIC. This includes social functions, attending Sunday school or adult classes and visiting masjid for prayers.

Some examples of such behaviours (but not limited to) deemed in-appropriate within CIC premises.

- abusive, insulting or offensive language or comments
- aggressive and intimidating conduct
- belittling or humiliating comments
- victimisation
- practical jokes or initiation
- unjustified criticism or complaints
- spreading misinformation or malicious rumours
- any discrimination or comments based on views or practice of religion, gender, sexuality or cultural practices

Behaviour involving violence, like physical assault or the threat of physical assault, will be reported to the police.

Occurrence of such behaviour once would require counselling and a repeated or continued unreasonable behaviour stricter action should be taken like barring from premises for a set number of days or even restraining order from the court.

CIC constitution guides us to deal with members of CIC should they be guilty of repeat inappropriate behaviour. This policy is however for non-members who in the course of day are allowed access to CIC premises for personal reasons like prayer.

A record must be maintained of these incidences and reported to the CIC executives.

Name of the person counselled:			
Offence #	Action taken	Counsellor	Date

The following should be displayed on a notice at the entrance to the mosque and of the old building.

“CIC premises are private property CIC executive committee reserves the right to limit the access to its premises of an individual should that individual act in an inappropriate behaviour.”