

BURLYCON ANTI-BULLYING POLICY

BurlyCon is committed to providing all attendees, volunteers, staff and board members a healthy and non-threatening environment. BurlyCon will ensure that procedures exist to allow complaints of bullying to be dealt with and resolved within our organization, without limiting any person's entitlement to pursue resolution of their complaint with the relevant statutory authority. BurlyCon is committed to the elimination of all forms of bullying.

This policy applies to all attendees, volunteers, staff and board members of BurlyCon. It applies to our convention, our social media outlets, sponsored functions, and while traveling on behalf of BurlyCon. There will be no recriminations for anyone who in good faith alleges bullying.

DEFINITIONS

Bullying is unfair and one-sided behavior that includes a power imbalance. It occurs when someone intentionally hurts, demeans, frightens, intimidates, excludes, or humiliates another individual or group of people with unwelcomed behavior. Bullying is a pattern of behavior. The behavior may occur many times targeting the same person, or may target many people as a single incident. Bullying behavior can be carried out against an individual or a group, by an individual or a group.

Bullying can be: verbal, nonverbal, psychological, emotional, or social. It can occur in-person, behind someone's back, online, or as a group (mobbing). Specific behaviors may include but are not limited to:

- Abusive and offensive language
- Insults and name-calling
- Teasing and taunting
- Gaslighting, manipulation and psychological abuse
- Spreading gossip, rumors and innuendos
- Criticism with the intent to harm
- Trivializing of work and achievements
- Seeking to harm someone's reputation
- Isolating or excluding people from normal interaction
- Excessive demands
- Setting impossible deadlines
- Unfairly blaming for mistakes
- Setting people up for failure
- Deliberate exclusion
- Excessive supervision or intentional restricting of behaviors and personal liberties
- Practical jokes with an intent to harm
- Belittling or disregarding opinions or suggestions
- Criticizing in public with an intent to harm

Context is important in understanding bullying, particularly verbal communication. There is a difference between friendly insults exchanged by long-time colleagues and comments that are meant to be, or are taken as, demeaning. While care should be exercised, particularly if a person is reporting alleged bullying as a witness, it is better to be genuinely mistaken than to let actual bullying go unreported.

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Mobbing

Mobbing is a particular type of bullying behavior carried out by a group rather than by an individual. Mobbing is the bullying or social isolation of a person through collective unjustified accusations, humiliation, general harassment or emotional abuse. Although it is group behavior, specific incidents such as an insult or a practical joke may be carried out by an individual as part of mobbing behavior. Mobbing can occur both in person, and online.

Singular incidents exceptions

Any incident involving sexual harassment, physical use of violence, threat of physical use of violence, hate speech, use of a weapon, threat of use of a weapon, or any other singular incident that is a direct violation BurlyCon policies will be dealt with immediately and the person(s) in question may be removed from the Con.

What is not bullying

Legitimate and reasonable actions in order to direct and control how work is done does not constitute workplace bullying. Legitimate actions may include:

- Providing appropriate feedback on someone's communication or performance (the fact that someone may find the feedback upsetting, does not of itself constitute bullying)
- Managing performance or underperformance issues of volunteers.
- Issuing reasonable directions about policies and behavioral expectations in classrooms, at events, on social media and any other experience related to BurlyCon or the hosting venue of BurlyCon.
- Making justifiable decisions related to recruitment, selection and other development opportunities of volunteers, presenters, board, staff and special guests.
- Ensuring that policies are implemented.
- Managing allegations of misconduct and utilizing disciplinary actions where appropriate
- Overseeing security, injury and illness processes

IMPACT OF BULLYING

Bullying is unacceptable behavior because it breaches principles of equality and fairness, and it frequently represents an abuse of power and authority. It also has potential consequences for everyone involved.

People who have been bullied often suffer from a range of stress-related illness. They can lose confidence and withdraw from contact with people outside the community as well as within our community. Besides potential legal liabilities, the attendees, volunteer, staff and board members can also suffer because bullying can lead to:

- Deterioration in the quality of work
- Increased absenteeism
- Lack of communication and teamwork
- Lack of confidence in the board leading can lead to lack of commitment to the job

People who witness bullying behaviors can also have their attitudes and performance affected. They can suffer from feelings of guilt that they did nothing to stop the bullying, and they can become intimidated and participate less fearing that they may be the next to be bullied.

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RESPONSIBILITIES

Directors, Committee Staff and Board members

Ensure that any incident of bullying is dealt with regardless of whether a complaint of bullying has been received. Provide leadership and model appropriate professional behavior. Respond promptly, sensitively and confidentially to all situations where bullying behavior is observed or alleged to have occurred. Follow the three-step process for preventing and intervening in bullying: Recognize, Refuse, Report.

Recognize

Directors, committee staff and board members should be able to define and identify bullying behaviors, and be familiar with the process of addressing reports. Recognizing bullying behaviors may occur in the following ways:

- Receive a written or verbal report
- directly observing behavior
- A committee member raising an issue for another member
- An attendee raising an issue for another attendee

Refuse

Early intervention is a way of solving an issue without a formal report, investigation or discipline being taken against an individual. Early intervention can be achieved through an individual "refusing" a situation or seeking help from someone else to raise the issue. "Refusing" is encouraged as a first step.

Refusing bullying is an informal approach to address bullying behaviors. It involves the individual who experiences the negative behavior directly telling the other person that the behavior is not welcome and it should not happen again. It should be done in a calm, assertive and professional way (i.e. telling the person about the impact of the behavior and asking them not to do it again). If the behavior continues or gets worse then a formal report should be made. Anyone asked to act on behalf of an individual (a bystander or ally) should use a confidential and non-confrontational approach when discussing the issue.

Directors and committee members may intervene in issues they directly observe after they have assessed the physical safety of the situation. If a director or committee member approaches an individual directly about their behavior at the in-person convention they should record the action/s taken with Ops in the designated Ops Room. Ops will assess if, how and when it is appropriate to escalate an issue, and investigate it.

Report

Reporting is encouraged in order to:

- Be consistent and effective responses to issues
- Ensure committee members are acting appropriately on issues when they become aware of them
- Regularly provide information to the committee on the numbers of reports made, how they were resolved and what actions were taken

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Investigation

The aim of investigation is to work out what happened and what the appropriate course of action is. When a serious allegation has been made, the person reporting should complete and submit an incident report in Ops. An investigation should be considered:

- for reports that cover a long period of time
- for reports that include threats
- for reports against a number of members or attendees
- when an early intervention approach has not addressed the issue.

Appoint an impartial and experienced person (someone neutral to all parties involved who has no conflicts of interest) to investigate. That person should set the scope of the investigation by determining what allegations will be tested, and set the process (who will be interviewed, when, and how long it should take etc.).

The person conducting the investigation should:

- treat all matters being investigated seriously and confidentially
- examine matters impartially and in a timely way
- allow for appropriate time
- identify and speak to relevant witnesses
- inform everyone involved of the possible investigation results and outcomes
- assess reports on their merits and facts
- hear parties separately (versions of what allegedly happened may differ)
- record the facts surrounding the matter.

To ensure the investigation process is conducted in a fair, objective and timely way, it is important to ensure the respondent:

- is fully informed of all allegations against them
- is fully informed about the investigation process and possible outcomes (e.g. disciplinary action)
- is given full opportunity to reply to the complaint/s
- has their confidentiality maintained
- is informed how they can seek a review of a decision.

At the end of an investigation, the person investigating should submit a report that:

- describes the allegations/what was reported
- describes the investigation processes
- outlines all relevant evidence (including who was interviewed)
- concludes whether workplace bullying can or cannot be substantiated
- The report should be acted on and its key findings communicated in a sensitive way to the complainant and respondent.

Confidentiality

The parties to a bullying complaint are required, at all stages of this policy and procedure, to maintain confidentiality in relation to the concern or complaint. The parties must not disclose, by any form of communication, either the fact or the substance of the matter to anyone other than an advocate, staff representative or a qualified counsellor.

A person must not victimize or otherwise subject another person to detrimental action as a consequence of that person raising, providing information about, or otherwise being involved in the

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resolution of a complaint under these procedures. Any retaliation online or in-person will not be accepted.

Any breach of either the confidentiality or non-victimization requirements will be treated seriously by BurlyCon, and may result in disciplinary action. Any such breach will be referred for investigation and handling in accordance with the relevant misconduct procedure.

All committee members and attendees have rights and responsibilities in relation to confidentiality. Information about a bullying complaint should only be provided on a 'need to know' basis, and should not be provided to third parties with no legitimate involvement in the process. Those involved in a bullying complaint have both the right to confidentiality, and the responsibility for maintaining confidentiality in respect of both the identity of those involved, as well as the subject matter. Inappropriate release of information relating to a bullying complaint or a person involved with a complaint, to any third party with no legitimate involvement in the process, should be dealt with in accordance with BurlyCon policy for managing misconduct.

The person against whom a bullying complaint is made needs to be provided with enough information to allow him or her to make a full response to the issues raised. In particular, as most bullying complaints usually involve a complaint by one person against another, the person against whom a complaint is made will generally need to know who raised the complaint, in order to be able to adequately respond to the matters raised.

Anonymity

The situation may arise where a staff member makes a complaint of bullying, but wishes his or her identity to be kept anonymous, or in particular not disclosed to the person against whom the complaint was made. Anonymity usually prevents an adequate investigation of a complaint, in addition to impeding the making of a response. In most circumstances, complainants should be advised that effective action to deal with a complaint requires their identity to be made known.

Action

Within 48 hours of the receipt of a complaint of bullying, an initial assessment of the complaint should be conducted. Ideally, a report should be addressed as quickly as possible relative to the severity of the report.

This initial assessment is separate from, and should be undertaken prior to, taking action to address the complaint, and generally involves seeking as much information as possible, in discussion with the complainant, in order to:

- Assess the potential seriousness of the matter
- Reduce the likelihood that significant time and resources are allocated to frivolous or vexatious complaints
- Determine whether any immediate action needs to be taken
- Identify policy/s relevant to the complaint and the best process for its management
- Identify initial proposed action for proceeding e.g. mediation, facilitation or investigation.

Notifying the person against whom a complaint is made

The person against whom a bullying complaint is made should be provided with the substance of the complaint as soon as possible after they have been advised of the complaint. They must be given reasonable opportunity to respond to the allegations. Consideration should be given to the most appropriate way of advising a member of staff that a bullying complaint has been made against them.

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Generally speaking, a face to face meeting with an appropriate committee member is the preferred means of initially advising that a complaint has been received. Such an approach avoids causing unnecessary distress which might readily arise if the person against whom a complaint has been made simply receives a letter containing little information other than that they must attend a meeting. This initial meeting should be separate from, and undertaken prior to, any further action to resolve the complaint and should be followed up by correspondence confirming the information relayed during the meeting. While such a meeting may not be possible or appropriate in all circumstances, the communication, be it verbal or written, needs to be clear, concise, polite, include all necessary information, and name a contact person.

Laws

This procedure applies only to [RCW 28A.300.285 – Harassment, Intimidation and Bullying prevention](#). There are other laws and procedures to address related issues such as sexual harassment or discrimination.

1. King County Anti-Harassment Information:
<http://www.kingcounty.gov/courts/district-court/anti-harassment.aspx>
2. Washington State Department of Social & Health Services – Aging & Long-term support:
<https://www.dshs.wa.gov/altsa/home-and-community-services/adult-abuse-and-prevention>
3. ADA Title II Regulations:
https://www.ada.gov/regs2010/titleII_2010/titleII_2010_regulations.htm#a35149
4. At least three Washington laws may apply to harassment or discrimination:
 1. [RCW 28A.300.285 – Harassment, Intimidation and Bullying](#)
 2. [RCW 28A.640.020 – Sexual Harassment](#)
 3. [RCW 49.60.010 – The Law Against Discrimination](#)

BurlyCon will ensure its compliance with all state laws regarding harassment, intimidation or bullying. Nothing in this procedure prevents an attendee or committee member from taking action to remediate harassment or discrimination under local, state, or federal law.

Support for the Targeted Participant

Persons found to have been subjected to harassment, intimidation or bullying will have appropriate support services made available to them, and the adverse impact of the harassment on the person will be addressed and remedied as appropriate.

Immunity/Retaliation

No attendee or committee member may engage in reprisal or retaliation against a targeted student, witness, or other person who brings forward information about an alleged act of harassment, intimidation or bullying. Retaliation is prohibited and will result in appropriate discipline.

Additional Resources

Washington State Human Rights Commission
800.233.3247
www.hum.wa.gov/index.html

Department of Justice Community Relations Service
877.292.3804
www.justice.gov/crt/

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Attendees & Volunteers

If attendees or volunteers experience, witness or hear about anything that might be considered bullying behavior, they should follow the Recognize-Refuse-Report process.

Recognize

Be familiar with and behave according to this policy. Raise awareness among your peer group about what bullying is, how bullying behaviors impact others, and what you can do if you see bullying occurring.

Refuse

Refusing bullying is an informal approach to address bullying behaviors. It involves the individual who experiences the negative behavior directly telling the other person that the behavior is not welcome and it should not happen again. It should be done in a calm, assertive and professional way if possible (e.g. telling the person about the impact of the behavior and asking them not to do it again). If you do not feel safe to refuse bullying, as a friend or ally to support you, or report your experience to a BurlyCon committee member. If the behavior continues or gets worse, then a formal report should be made. Anyone asked to act on behalf of an individual (a bystander or ally) should use a confidential and non-confrontational approach when discussing the issue.

Be an ally to others. If you see/hear something that might be bullying behavior, speak up. If you feel safe, intervene by interrupting what is happening, standing next to the person being bullied or say "what is happening doesn't sound okay." You can also follow up with someone who has been bullied after the event to see if they are okay. Report the incident. If there is ever a threat of physical harm, do not intervene, but report immediately.

Any attendee, volunteer, staff and board member who feels they have been victimized by bullying is encouraged to report the matter to _____.

Report

Tell a BurlyCon committee member if you suspect bullying behavior is occurring. Reporting is not "tattling," "ratting someone out," or "selling out." Reporting is intended to keep people safe, while tattling is intended to get someone in trouble. Alternatively, complete an incident form report.

Reporting is encouraged in order to:

- Be consistent and effective responses to issues
- Ensure committee members are acting appropriately on issues when they become aware of them
- regularly provide information to the committee on the numbers of reports made, how they were resolved and what actions were taken

Following a report, an assessment of urgency will occur and an appropriate investigation will follow. The aim of investigation is to work out what happened and what the appropriate course of action is.

The person conducting the investigation will:

- treat all matters being investigated seriously and confidentially
- examine matters impartially and in a timely way

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- allow for appropriate time
- identify and speak to relevant witnesses
- inform everyone involved of the possible investigation results and outcomes
- assess reports on their merits and facts
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- record the facts surrounding the matter.

To ensure the investigation process is conducted in a fair, objective and timely way, it is important to ensure the respondent:

- is fully informed of all allegations against them
- is fully informed about the investigation process and possible outcomes (e.g. disciplinary action)
- is given full opportunity to reply to the complaint/s
- has their confidentiality maintained
- is informed how they can seek a review of a decision.

At the end of an investigation, the person investigating should submit an objective report that:

- describes the allegations/what was reported
- describes the investigation processes
- outlines all relevant evidence (including who was interviewed)
- concludes whether workplace bullying can or cannot be substantiated
- The report should be acted on and its key findings communicated in a sensitive way to the complainant and respondent.

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complaint is made will generally need to know who raised the complaint, in order to be able to adequately respond to the matters raised.

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Flow Chart

Report written. Goes to OPS via incident report. If a high need, goes to the Executive director. The Ops staff completes in-take form. Ops consults with Executive Director for next steps. Ops ensures follow up to appropriate committee. If additional work or need is identified or if the report identifies the Executive Director, then the Board Community Team will address any remaining needs.

BURLYCON STAFF TRAINING ACTIVITY

Ensure that all attendees, volunteer, staff and board members are aware of the anti-bullying policy and procedures

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Provide Staff/board training

Topics to cover in training include:

- the workplace policy and how to comply with it
- the workplace procedure and how to report
- how to deal with workplace bullying
- technology and workplace bullying.

Follow up

For instances that include a committee member or volunteer:

- direct them to stop the behavior
- invite an apology
- individual training
- provide mediation or other dispute resolution process
- coach, counsel and/or mentor an employee/s
- use disciplinary action.

For the organization

BurlyCon can:

- run a bullying awareness session
- run training sessions (e.g. communication skills, conflict management, interpersonal skills). This can be for one person, a workgroup or section or organization-wide
- ongoing monitoring of the affected work group
- review the workplace prevention measures

Objectives:

- Define bullying.
- Practice identifying bullying scenarios.
- Review 3 step model.

Lots of gray area and that often policies fail or are inadequate.

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*focus on addressing interpersonal behavior (different from systemic); consciousness

*cyber - focus on incidents that happen during the con (time), at the con (location, including con social media), and about con content/experiences (people).

*emphasis on the intention not necessarily the impact

*directional?

Verbal communication including cyber communication

- Abusive and offensive language
- Insults and name-calling (What if it's not directly to another person?)
- Teasing and taunting

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- Spreading rumor and innuendo (What's an example?)
- Criticism with the intent to harm (What would this sound like?)
- Trivializing of work and achievements
- Seeking to harm someone's reputation

Nonverbal

- Eye rolling
- Personal space violations

Manipulating convention environment

- Isolating or excluding people from normal interaction
- Excessive demands
- Setting impossible deadlines

Psychological manipulation

- Unfairly blaming for mistakes
- Setting people up for failure
- Deliberate exclusion
- Excessive supervision or intentional restricting of behaviors and personal liberties
- Practical jokes with an intent to harm
- Belittling or disregarding opinions or suggestions
- Criticizing in public with an intent to harm

Mobbing *this is what we see online in retaliation

Mobbing is a particular type of bullying behavior carried out by a group rather than by an individual. Mobbing is the bullying or social isolation of a person through collective unjustified accusations, humiliation, general harassment or emotional abuse. Although it is group behavior, specific incidents such as an insult or a practical joke may be carried out by an individual as part of mobbing behavior. Mobbing can occur both in person, and online.

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GAME - Rude, Mean or Bullying?

Kayla tells MacKenzie that she can't sit next to her in class because she is saving the seat for someone else. What if no one comes? (rude)

Lucas tells Damien that he shouldn't take the advanced samba class because he has terrible rhythm. (mean)

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Talia makes plans to go to the dance with her new friend, Gwen. Katie tells Talia that Gwen has a nasty reputation and she shouldn't hang out with her. At lunch that day, Katie convinces everyone that it would be a really funny joke to stare at Talia when she approached the lunch table. (bullying)

Devin and Marcus are friends. They were up all night partying, and Devin is annoyed that Marcus had friends over in their room until 5am when he was trying to sleep. They got into an argument. Devin called Marcus a name and Marcus shoved him out of his way. (rude/mean)

Starlet is making fun of the fact that Jessie only wants to hang out with the popular performers. In class, Starlet told Jessie to go suck up to the legends, and later that day called her a brown-nosing bitch. (bullying)

Cheat Sheet Small (Volunteers)

Recognize: Bullying is unfair and one-sided behavior that includes a power imbalance. It occurs when someone repeatedly and intentionally hurts, demeans, frightens, intimidates, excludes, or humiliates another individual or group of people on purpose. Bullying can be: verbal, nonverbal, psychological, emotional, or social. It can occur in-person, behind someone's back, online, or as a group (mobbing).

Refuse: Don't partake in bullying. Say, "What's happening isn't okay." Check in with the person being negatively affected.

Report: If an attendee reports to you, you report to Ops. Write down basic description of the situation and contact info to follow up.

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Got feelings? Having a conflict? Need support? Visit the Camp Commissioner! #nnn-nnn-nnnn

Cheat Sheet Medium (Rooms)

BurlyCon has a new bullying prevention policy! Help us maintain a thriving learning community by recognizing, refusing and reporting inappropriate behaviors.

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Refuse: Don't partake in bullying. Say, "What's happening isn't okay." Check in with the person being negatively affected.

Report: If an attendee reports to you, you report to Ops. Write down basic description of the situation and contact info to follow up.

Got feelings? Visit our Camp Commissioner!

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This year BurlyCon has a brand new role designed to help you make the most of your experience - the Camp Commissioner! They will be on-call and easy to reach, providing personalized support to ensure you have the best time possible.

You should visit the Camp Commissioner if...

- You learned or experienced something that created a lot of feelings and difficult reflections. You want to talk the experience through with someone neutral so that you can decide the best next steps, and return to enjoying your experience.
- You witnessed or experienced some sort of discrimination, bullying or inappropriate behavior. You want help taking action to resolve the situation that promotes positive community-building.
- You're feeling overwhelmed, frustrated or challenged. Sometimes learning happens in a flash and sometimes it is a slow shift of clarity. It can be both enlightening, and at times feel scary or painful. Camp Commissioners are there to listen and help you process your BurlyCon experience.
- If it's your first time at BurlyCon you might experience sensory overload. A Commissioner can help you create a wellness plan of action that will help you maximize your learning, fun and well-being.

Sources

https://www.worksafe.vic.gov.au/_data/assets/pdf_file/0008/42893/WS_Bullying_Guide_Web2.pdf
https://www.acu.edu.au/policy/hr/workplace_behaviour/workplace_bullying_policy2
http://www0.health.nsw.gov.au/policies/pd/2011/pdf/PD2011_018.pdf

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