



Incident Reporting – In trouble with the Police Policy

Purpose

The purpose of this document is to set policy regarding incident reporting, particularly should there be any incidents regarding local authorities (the police). SP Hunters believes that all SP Hunters employees are role models in the community and must be responsible for their behaviour at all times whilst representing the organisation.

Scope

This Procedure applies to all employees. SP Hunters reserves the right to amend this Procedure at any time in line with changing business requirements.

Behaviour and Conduct

As an SP Hunters employee, it is expected that you represent the Club in a professional and ethical manner at all times, with no exception.

Crisis Management Plan

A crisis is when a serious incident occurs that will affect the Club, the brand reputation of the Club and an SP Hunter employees safety. It is imperative that all SP Hunter employees report all incidents immediately.

The following issues are some examples (not limited to) that may relate to or be deemed a crisis:

- Police arrests / charges of any kind, including drink driving, fights, assaults, etc.
- Drug or Alcohol abuse
- Property destruction
- Theft
- Sexual misconduct
- Misuse of social media

Incident Reporting Procedure

Should a serious instance occur which involves the local authorities, the following steps are to be followed:

1. SP Hunters Employee Procedure

- Immediately call the SP Hunters GM (General Manager) to inform them of what has occurred. Do not delay this, this call must take place immediately.
- Should you receive a call from the media on the issue, refer them to the SP Hunters GM (General Manager) You are not to respond.

2. Club Procedure

1. SP Hunters GM (General Manager) must report police to QRL (Queensland Rugby League) Competitions Manager.
2. SP Hunters GM (General Manager) will then notify the coach and the Australian based SP Hunters Directors.



3. SP Hunters GM (General Manager) will brief the SP Hunters Media team, should a press release be required.
4. SP Hunters Director will brief legal counsel.
5. SP Hunters Chairman will notify the PNGRFL (Papua New Guinea Rugby Football League) Chairman, who is based in Papua New Guinea.

Breaches

Breaches of SP Hunters Policies are treated seriously with outcomes including disciplinary action and termination of employment.

Scope

This Policy applies to all employees and contractors of SP Hunters. All employees will be required to read and accept this policy upon commencement at SP Hunters as well as acknowledge their ongoing acceptance.

Mr Stan Joyce

Chairman

Papua New Guinea Hunters Rugby
Football Club Limited

Mr Jeremy Edwards

Director/Secretary

Papua New Guinea Hunters Rugby
Football Club Limited

