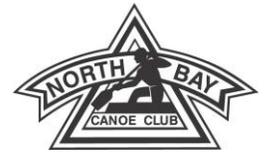


ANTI-BULLYING POLICY



Policy Statement

The North Bay Canoe Club (the Club) is committed to fostering an environment that is free of bullying, as well as workplace harassment, and one in which all individuals are treated with respect, equality and dignity

Purpose

The purpose of this policy is to define discrimination and harassment and to outline the procedure by which the behaviour will be addressed.

Scope

The policy applies to the Board of Directors, employees, athletes, members, volunteers, and associate members of the North Bay Canoe Club (herein referred to as Club personnel) at any club sanctioned activity. Examples of club-sanctioned activities include, but are not limited to; regattas, fundraising and social events, paddle camps, sprint training and adult programs.

Definitions

Workplace harassment – Defined as any form of offensive/abusive treatment or behaviour that creates an intimidating, hostile, or abusive working/training environment.

Bullying – Defined as an act of repeated, health-harming mistreatment, verbal abuse, or conduct which is threatening, humiliating, intimidating, or sabotage that interferes with work or some combination of the three in order to intentionally hurt another person, physically or mentally (Besag, 1989).

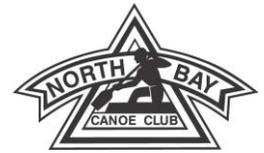
Harassment – Behaviour that is hostile in nature, and/or intends to degrade an individual based on personal attributes, including age, race, nationality, disability, family status, religion, gender, sexual orientation, gender expression, gender identity and/or any other Human Rights protected grounds. Any actions that create a hostile, intimidating or offensive workplace. This may include physical, verbal, written, graphic, or electronic means. Any threats of physical violence that endangers the health and safety of employee, member, etc. as defined in the Scope above.

Responsibility

North Bay Canoe Club Board of Directors and Management:

- Promote a respectful and safe working environment;
- Ensure employee, athlete, member, etc., adherence to the Anti-Bullying Policy;
- Investigate complaints of bullying and/or harassment promptly;
- Maintain a confidential file for complaints of harassment or bullying, investigations completed and actions taken;
- Report the incident to police where appropriate;
- Apply appropriate disciplinary action where appropriate.

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Employees, Members, Associate Members, and Volunteers

- Attempt to resolve their concerns by direct communication, if appropriate,
- Report discrimination and/or harassment to their Supervisor or to the Board of Directors of the North Bay Canoe Club;
- Treat others with respect, and contribute to a respectful and safe work environment.

Procedure

1. Step One – Self Help

Club personnel are encouraged to attempt to resolve their concerns by direct communication with the person(s) engaging in the unwelcome conduct. Where the person is confident or comfortable in doing so, they must communicate disapproval in clear terms to the person whose conduct or comments are offensive. They must also keep a written record of the date, time, details of the conduct, and witnesses, if any.

2. Step Two – Management Support and Intervention

Club personnel who are not comfortable who are not confident or comfortable with Step One, and who believe they are victims of discrimination or harassment, or become aware of situations where such conduct may be occurring, are encouraged to report these matters to any of the following (as applicable); the Head Coach, Vice-Commodore-Paddling or the Commodore. All complaints shall be taken seriously, and investigated appropriately. Anyone that submits a report or complaint of harassment or bullying shall not be subject to any form of reprisal or retaliation as a result of the complaint.

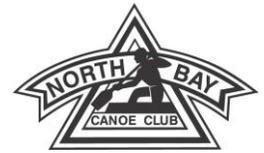
3. Step Three – Formal Complaint

A complainant must file a complaint of bullying or harassment within three (3) weeks of the alleged incident either by email or by formal letter. The North Bay Canoe Club recognizes there may be extenuating circumstances that may prevent a formal complaint from being made within this time frame. Individual needs and special circumstances will be taken into account, but in doing so, the North Bay Canoe Club will balance these against its obligations under this policy and the law.

Formal complaints shall be investigated by no less than three (3) members of the Board of Directors of the North Bay Canoe Club. The investigation process shall involve interviews of the complainant, the respondent, and any witnesses named by either. At any interview, or proceeding related to a formal complaint, complainants and respondents may have present, his or her legal counsel, and/or a support person, such as friend, relative or partner. If either the complainant or respondent is a minor then a parent, guardian or representative must be present.

If it appears to the Investigating Committee that the subject matter of a concern or complaint is trivial, frivolous or made in bad faith, the Committee may, in its discretion, decide not to deal with the complaint. Any person who is found to make a complaint in bad faith may be subject to disciplinary action.

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Within fourteen (14) working days of the incident or notice thereof, a report from the Investigating Committee shall conduct its investigation and submit its findings to the North Bay Canoe Club Board of Directors along with any recommendations. In the event the report cannot be completed within fourteen (14) days, a letter indicating an extension will be issued with an expected closure date.

The North Bay Canoe Club recognizes the importance of strict confidentiality of anyone expressing concerns of discriminatory or harassing behaviour. The North Bay Canoe Club Board of Directors reserves the right to disclose information in cases that involve imminent danger, and/or where required by law.

The North Bay Canoe Club is committed to fair and equitable treatment for all employees, members, associate members, volunteers and athletes. Therefore, this policy has been established for fair, orderly, and prompt resolution of work-related problems.

Appeal Process

If the aggrieved or respondent have worked with the process and feel that it has failed at some point, or that the corrective action is not consistent with the incident(s) that led to the original complaint, an appeal process is in place. The appeal must be submitted in writing to the administrator who will ensure that the appeal is processed.

Disciplinary Actions

If the findings of the investigation indicate that a violation of the anti-bullying / harassment policy has occurred, immediate and appropriate corrective and/or disciplinary action, up to and including dismissal, shall be administered. Corrective actions shall be proportional to the seriousness or repetitiveness of the offense (an oral or written warning, training or counselling, monitoring the harasser, suspension, or dismissal may all be appropriate).

Acknowledgment and Agreement

I acknowledge that I have read and understand the Anti-Bullying Policy of North Bay Canoe Club. I agree to adhere to this Policy in its entirety and will ensure that employees working under my direction adhere to this Policy. I understand that if I violate the rules set forth in this Policy, I may face corrective action.

Name

Signature

Date

Witness

Approved by:	Approval Date:
NBCC board of directors	24/06/2015