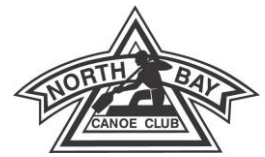


# DISCRIMINATION & HARASSMENT POLICY



## Policy Statement

The North Bay Canoe Club (the Club) is committed to fostering an environment that is free of discrimination, as well as workplace harassment or sexual 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

**Discrimination** – Any action, behaviour, or attitude which negatively affects, or could negatively affect, a person as defined in the scope above when it is based on his or her race, ancestry, place of origin ethnic origin, language, citizenship, creed, sex, age, marital status, family status, mental or physical disability, or sexual orientation.

**Harassment** – Engaging in a comment or conduct that is known, or ought to be known, to be unwelcomed. It may include; unwelcomed, unwanted, offensive, or objectionable conduct that may have the effect of creating an intimidating, hostile, or offensive work or training environment; interfering with an individual's work or training performance, adversely affecting a relationship associated with the Club and/or denying an individual dignity and respect. Harassment may result from one incident or a series of incidents. It may be directed at specific individuals or groups.

**Sexual Harassment** – Sexual Harassment may include; unwelcome sexual flirtation, advances, propositions, or gestures; verbal harassment, such as jokes and innuendoes, verbal comments about an individual's physical characteristics or clothing; an inappropriate display of sexual pictures or materials; intentional, unwanted physical contact; a sexual offence (an offence under the Criminal Code); or a reprisal or threat of reprisal for rejection of a sexual solicitation or advance.

**Race and Racism** – Refers to a negative valuing, stereotyping, and discriminatory treatment of individuals and groups on the basis of their race. Racism may include, but is not limited to, racial jokes or slurs, hate crimes, derogatory remarks or gestures or any other behaviour which undermines an employee's self-respect or adversely affects their performance or working/training conditions because of their race.

# DISCRIMINATION & HARASSMENT POLICY



## Responsibility

North Bay Canoe Club Board of Directors:

- Exercise its authority to prevent discrimination & harassment,
- Penalize the acts of discrimination and harassment,
- Respond promptly to known or apparent incidents of discrimination or harassment, whether or not a complaint has been filed,
- Investigate a complaint in a timely manner and,
- Prepare a report of the investigation findings.

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;
- Conduct themselves appropriately in a non-discriminatory/non-harassing way.

## 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

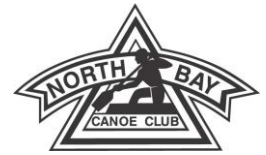
Club personnel who are not comfortable who are not confident or comfortable with Step One, and who believe they are victims of discrimination or harassment, or become aware of situations where such conduct may be occurring, are encouraged to report these matters to any of the following (as applicable); the Head Coach, Vice-Commodore-Paddling or the Commodore.

### 3. Step Three – Formal Complaint

A complainant must file a complaint of discrimination 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

# DISCRIMINATION & HARASSMENT POLICY



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.

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.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

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