



Harassment and Abuse Policy

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Reviewed by: SH/JL

Adopted by the Board of Directors on: SEP 18 2018

Initials: [Signature] A.T.

The Bow Valley Rugby Club (BVRC) is committed to the prevention of harassment and abuse within its delivery of core programs, its employment practices, its volunteers and members involved within the organization. As such, the organization will work to uphold this principle in all of the Club's endeavors.

Harassment or Abuse is defined as:

Behaviour including comments, conduct, or gestures, which is insulting, intimidating, humiliating, hurtful, malicious, degrading, or otherwise offensive to an individual or group of individuals or which creates an uncomfortable environment, or which might reasonably be expected to cause embarrassment, insecurity, discomfort, offence, or humiliation to another person or group, including, but not limited to;

- Written or verbal abuse or threats;
- Physical assault;
- Unwelcome remarks, jokes, innuendoes, or taunting about a person's body, sexual orientation, attire, age, sex, disability, marital status, ethnic or racial origin, religion;
- Displaying of sexually explicit, racist, or other offensive or derogatory material, sexual, racial, ethnic, or religious graffiti;
- Practical jokes which cause awkwardness or embarrassment, endangering a person's safety or negatively affecting performance;
- Hazing or initiation rites;
- Leering or other suggestive or obscene gestures;
- Intimidation;
- Condescension, paternalism, or patronizing behaviour which undermines self-respect or adversely affects performance or working conditions;

- Conduct, comments, gestures or contact of a sexual nature that is likely to cause offence or humiliation or that might, on reasonable grounds, be perceived as placing a condition of a sexual nature on employment or any opportunity for selection, training or advancement;
- False accusations of harassment motivated by malice or mischief, and meant to cause other harm;
- An environment that is “chilly” or “poisoned” – behaviour or conduct that contributes to, supports or condones such an environment;
- Sexual harassment.

This policy also applies to any other ground of harassment prohibited by applicable law. It is not just the conduct itself that makes certain behaviour inappropriate, but the context or way in which it is delivered or its repetitive nature. This conduct makes the environment around the individual cold, hostile or alienating or as some human rights legislation and case law state, the environment is “chilly” or “poisoned”. Any behaviour, which contributes to, supports or condones such an environment is harassing.

Informal Complaint Procedure

A person who thinks they have been subjected to conduct which constitutes harassment under this policy (the “Complainant”) is encouraged to make it known to the person responsible for the conduct (the “Respondent”) that the behaviour is unwelcome, offensive and contrary to this policy.

If confronting the Respondent is not possible, or if after confronting the Respondent the conduct continues, the Complainant should seek the advice of a BVRC Board Member.

At the initial meeting between the Complainant and the BVRC Board Member, the Complainant will be informed of the following:

- The role of the BVRC Board Member is a conduit between the BVRC Board of Directors and the Complainant. Information gathered about any complaint will be forwarded to the Board of Directors.
- The option to pursue an informal resolution of the complaint;
- Or, the right to lay a formal written complaint under this Policy when an informal resolution is inappropriate or not feasible;
- The availability of counselling and other support, as agreed by the Board;
- The confidential procedure, as required by law;
- The right to be represented by a person of choice, including legal counsel, at any stage in the complaint process at the individual’s own expense;
- Information gathered from alleged harassment complaints and those settled informally or formally will be filed at the BVRC Office;
- The right to withdraw from any further action in connection with the complaint at any stage.

The BVRC representative acts as a neutral party. His/Her role is to gather information and liaise with the Board of Directors until the complaint is resolved informally or proceeds to the formal step of this policy. The representative may provide support to both the Complainant and the Respondent to facilitate a satisfactory resolution for both parties.

Should the complaint not be resolved through informal procedures, nor is it more appropriately dealt with under another policy, the complaint shall proceed to the Formal Complaint procedures of this Policy.

Formal Complaint Procedure

The BVRC Board of Directors shall obtain from the Complainant a statement in writing outlining the details of the incident(s) and the names of any witnesses. The statement should be dated and signed by the Complainant. All complaints coming forward whether signed or not, will be investigated.

The Bow Valley Rugby Club Board of Directors will contract legal counsel to investigate formal complaints. Counsel will report to the Board of Directors.

The Bow Valley Rugby Club (BVRC) Board of Directors shall provide to legal counsel all the information the BVRC representative has provided to the Board surrounding the complaint. In the investigation and resolution of the complaint by legal counsel, the BVRC will respect the spirit of Canadian law and take the appropriate recommended actions, as required.

