

## **CAMPBELLFORD & DISTRICT CURLING AND RACQUET CLUB / MEYERS SPORTS CLUB**

### **POLICY RE: HARASSMENT AND BULLYING.**

**POLICY STATEMENT CDCRC:** CDCRC is committed to providing all members, their guests, employees, contractors and the public an environment free from harassment and discrimination and to promote respect and regard for the rights and dignity of all.

**PURPOSE:** To ensure an environment that is consistent with the spirit and provisions of the *Ontario Human Rights Code and Occupational Health and Safety Bill 168 – Violence and Harassment in the Workplace*.

CDCRC provides and maintains an environment in which all members and their guests, employees, contractors and the public are free from harassment, sexual harassment and discrimination. Such actions are not tolerated and where possible are to be redressed. Retaliation or reprisals are prohibited against any person who has complained under this Statement of Policy and Procedure or who has provided information regarding a complaint. Alleged retaliation or reprisals are subject to the same complaint procedures and penalties as complaints of discrimination and harassment.

CDCRC recognizes that individuals may find it difficult to come forward with a complaint under this Statement of Policy and Procedure because of concerns of confidentiality. All complaints concerning harassment or sexual harassment or discrimination, as well as the names of parties involved, shall be treated as confidential. CDCRC's obligation to conduct an investigation into the alleged complaint may require limited disclosure. No record of the complaint will be maintained other than in the complaint file. If there is a finding of improper conduct that results in disciplinary action it will be reflected only in the complaint file or the file of the person who engaged in such conduct, in the same way as any other disciplinary action.

It is important to note that what may be deemed objectionable to some individuals may simply be dismissed by others, including those of the same sex. It is not necessary for all individuals to view certain behaviour as harassing. It is more than enough if one person does, provided their perspective is reasonable.

#### **SEXUAL HARASSMENT**

It is our intention to prevent and prohibit sexual harassment or any other form of harassment, by members, their guests, employees, contractors and the public. Any person regardless of status found to be in violation of this policy will be subject to appropriate disciplinary action, which may range from reprimand or suspension through to dismissal/expulsion.

The Canadian Labour Code defines sexual harassment as “any conduct, comment, gesture or contact of a sexual nature that is likely to cause offence or humiliation”.

Any sexually oriented conduct – verbal, physical, written (including email) or by innuendo – constitutes sexual harassment.

There is no simple or universally accepted definition of sexual harassment but essentially there are three requirements for behaviour to qualify as sexual harassment:

- It is unwelcome

- It is sexual in nature
- It affects the work environment detrimentally

### **DEFINITION OF WORKPLACE VIOLENCE**

Any violent behaviour must be reported to the police immediately.

Workplace violence includes physical violence or psychological violence such as bullying, mobbing, teasing, ridiculing or any other psychological act or word that could hurt or alienate a person.

If anyone feels he/she has been harassed it should be reported to the Club Manager and appropriate action will be taken. If the Club Manager is the source of the accusation the issue will be reported to the Meyers Board and/or the CDCRC Board.

### **WORKPLACE VIOLENCE**

CDCRC has a zero tolerance policy towards harassment and workplace violence. All persons have the right to be treated with respect and dignity from others.

#### **EMPLOYEE RELATED:**

It is mandatory that the club manager receive training about crisis intervention. Protocol and an emergency escape plan will be developed, hosted & practiced to ensure the safety of all.

For employees this Statement of Policy and Procedure applies not only during working hours but also to any activities on or off of Club premises which could reasonably be associated with the workplace (e.g. social events). Employees are requested to report promptly when they become aware of alleged actions or complaints of discrimination or harassment.

### **PROCEDURE**

#### **Step 1 – Self-help**

Persons are encouraged to attempt to resolve their concerns by direct communication with the person(s) engaging in the unwelcome conduct. Where persons feel confident or comfortable in doing so, communicate disapproval in clear terms to the person(s) whose conduct or comments are offensive. If you feel you are being subjected to harassment, you should:

- Make your objection clearly known to the offender and ask him/her to stop
- Prepare and maintain a written record of the dates, times, details of the conduct, and witnesses, if any.

#### **Step 2 – Management/Board Support & Intervention**

Persons who are not confident or comfortable with Step 1 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: the Club Manager, CDCRC President or any person designated by CDCRC to deal with harassment complaints from time to time.

#### **Step 3 – Formal Complaint**

If informal attempts at resolving the issue are not appropriate or are proving to be ineffective a formal complaint may be filed.

To file a formal complaint:

1. Provide a letter of complaint that contains a brief account of the offensive incident (ie. when it occurred, the persons involved, names of witnesses, if any). The letter shall also include the remedy sought and be signed and dated by the person complaining.
2. File the complaint with the Club Manager, the CDCRC President and/or the Meyers President or any person designated by CDCRC to deal with harassment complaints from time to time by CDCRC.
3. Cooperate with those responsible for investigating the complaint.

A person who becomes aware of situations where discrimination or harassment may be occurring is requested to notify the Club Manager, Meyers Board and/or the CDCRC Board or to any person designated by CDCRC to deal with harassment complaints from time to time.

Formal complaints shall be investigated. The investigation process shall involve interviews of the complainant, the respondent and any witnesses named by either. Within fourteen (14) working days of the incident or notice thereof, the Club Manager shall investigate the incident and prepare a written report of the investigation findings. The report shall be provided along with recommendations, if any, to Meyers Board and/or the CDCRC Board for action.

All complaints shall be handled in a confidential manner. Information concerning a complaint or action taken as a result of the investigation will not be released to anyone who is not involved with the investigation.

Disciplinary action for violations of this Statement of Policy and Procedure will take the nature and impact of the violations into consideration and may include a verbal or written reprimand, suspension (with or without pay) or termination (with or without notice) or removal from the Club property, or membership revocation. Deliberate false accusations are of equally serious nature and will also result in actions as stated above.

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Gordon Reid

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Chad Rowe

President Campbellford and District

President Meyers Sports Club

Curling and Racquet Club