



Building Healthy Minds and Bodies since 1977

4.16 HARASSMENT POLICY

PURPOSE

Okanagan Gymnastics Centre (OGC) does not tolerate or condone any degree of harassment by anyone associated with OGC. It is the responsibility of all staff and Board members to promote a harassment free environment within OGC.

POLICY

Harassment comprises any unwelcome or objectionable, physical, visual or verbal conduct, comment or display, whether intended or unintended, that is insulting, humiliating or degrading to another person, or creates an intimidating, hostile or offensive environment.

All employees, volunteers and participants have the right to be treated with fairness, dignity and respect by supervisors, peers and subordinates. Employees, volunteers and participants must refrain from acts of discrimination and harassment against other individuals. Such acts are unacceptable behavior and will be subject to disciplinary action.

Harassment can include such things as verbal or physical abuse, threats, derogatory remarks, jokes, innuendos or taunts about any of the prohibited grounds. Sexual harassment can include pinching, patting, rubbing or leering, dirty jokes, pictures or pornographic materials, comments, suggestions, innuendos, requests or demands of a sexual nature. The behaviour need not be intentional in order to be considered harassment, but may be offensive and/or intimidating. Such action may also engender fear or mistrust, and thereby compromise an individual's dignity or sense of self-worth. Any act of harassment committed by or against any employee, volunteer, participant, child, or any other individual is unacceptable conduct and will not be tolerated.

OGC is committed to investigating reported incidents of harassment in a prompt, objective, and sensitive manner taking necessary corrective action and providing appropriate support for victims. No individual shall be penalized in any way for making a complaint or giving evidence in a harassment investigation.

Guiding Principles:

If an individual believes they are being harassed, they should:

1. Immediately make the individual(s) aware that the behaviour is unwelcome and ask him/her to stop.

2. Report the incident as follows:
 - a. If an athlete/parent – report the incident to the coach. If the coach is the harasser, report the incident to the direct supervisor, if known, or a member of the Management Team (Director of Administration or Director of Operations);
 - b. If an employee of OGC – report the incident to the direct supervisor, if the direct supervisor is the harasser, report to a member of the Management Team;
 - c. If a member of the Management Team is the harasser – report the incident to the Board of Directors.
3. The recipient of the Harassment Complaint should keep a record of the incidents in question, which may include:
 - Name(s) of the individual(s) in question;
 - The date, place, and time the incident(s) occurred;
 - Name(s) of any witnesses;
 - The event(s) that led up to the incident(s) in question;
 - The actual incident that led to a complaint.
4. The confidentiality of the individuals involved with the harassment complaint will be maintained. An investigation into the incident(s) will be undertaken immediately along with any additional steps necessary to resolve the problem.
5. The complainant and the individual in question/alleged harasser, will both have individual interviews along with any individuals who may be able to provide additional and relevant information. Once all relevant information has been gathered, it will be reviewed by the Director of Operations to determine whether harassment has taken place. If the investigation reveals the occurrence of harassment or other unacceptable conduct appropriate disciplinary action, up to and including termination, will be taken and all documents will be placed on the file of the individual who has been accused of harassment.
6. The complainant will be advised of the results of the investigation and no reference to the incident will appear in their record.
7. Should the investigate fail to find fault, all relevant documents shall be retained in a separate confidential file under the control of the OGC Director of Operations.

In addition to the guiding principles for dealing with harassment available under this policy, every person who experiences discrimination or Harassment has the right to:

- File a complaint with the BC Human Rights Commission if the alleged behavior falls within the definition of discrimination under the BC Human Rights Code.
- File a complaint with the police and/or other appropriate authorities if the alleged behavior constitutes criminal activity (i.e., abuse, stalking etc.) and to pursue private proceedings in civil court.
- If a complainant initiates proceedings under the BC Human Rights Code with respect to the same incident(s) which is the subject matter of a complaint under this policy, the

complainant shall be deemed to have withdrawn the complaint filed under this policy and the process under this policy will cease.

- If a person proceeds with a complaint under this policy, the complaint will be resolved with the assistance of the Management Team following an investigation into the complaint.
- If abuse of a child is suspected or disclosed, reporting to the appropriate authorities is mandatory and therefore should be reported to the police and/or the Child Protection Branch of the Ministry of Children and Family Development immediately.

APPROVED BY OGC BOARD OF DIRECTORS APRIL 21, 2015