

HARASSMENT & VIOLENCE PREVENTION

ROCKERS ATHLETIC CLUB is committed to ensuring the safety and security of all members. In pursuit of this goal, the ROCKERS ATHLETIC CLUB has established a zero-tolerance rule for harassment or violence in the workplace. If harassment or violence should occur, this policy also outlines the process for complaints and investigations. Should the ROCKERS ATHLETIC CLUB become aware of an occurrence of harassment or violence in the workplace, an investigation will follow. Although not technically a work site, the following definitions shall apply to all acts that may occur during team meetings, practices, social or tour events and games.

DEFINITIONS

As per Alberta's Occupational Health and Safety (OHS) Act and taken directly from the government of Alberta:

"Workplace Harassment" means: a single or repeated incident of objectionable or unwelcome conduct, comment, bullying, or action intended to intimidate, offend, degrade or humiliate a particular person or group. It is a serious issue and creates an unhealthy work environment resulting in psychological harm to workers.

"Workplace Violence," whether at a worksite or work related, is defined as the threatened, attempted, or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm. It can include:

- physical attack or aggression
- threatening behaviour
- verbal or written threats
- domestic violence
- sexual violence

POLICY

ROCKERS ATHLETIC CLUB is committed to ensuring a safe playing environment, specifically one that is free from violence and harassment. To ensure member safety, this policy will outline the following:

- Awareness of what violence and harassment are
- Responsibilities of team and member parties
- Hazard assessment
- Prevention plans
- Incident investigation and reporting
- Member training

Awareness of Violence and Harassment

APPENDIX B

Here are some of the ways that violence or harassment could manifest in the a playing or social environment (note that this list does not include every example; please speak with a member of the ROCKERS ATHLETIC CLUB executive board if you have any doubt about the appropriateness of an action):

- Threatening behaviour, including verbal threats or abuse
- Aggressive behaviour, including encroaching on personal space
- Any sort of physical assault
- The spreading of malicious rumours or gossip about an individual or a group
- The social exclusion or isolation of someone or a particular group of people
- Damaging, hiding, or stealing someone's personal belongings or work equipment
- Persistently criticizing, undermining, belittling, demeaning, or ridiculing someone
- Swearing at someone or using inappropriate language toward them
- Using the Internet to harass, threaten or maliciously embarrass someone
- Using the Internet to make sexual threats, or to harass or exploit someone sexually
- Abusing authority by publicly ridiculing or disciplining a teammate
- Abusing authority by interfering with a teammate's performance or game
- Abusing authority by soliciting an unwanted sexual or romantic relationship from a teammate, or making unwanted social invitations with sexual overtones to a teammate
- Making abusive or derogatory remarks or jokes about someone's gender, gender identity or gender expression, sex, or sexual orientation (for example, homophobic remarks)
- Sexual touching (for example, patting, pinching, caressing, kissing, fondling)
- Sexual invitations or requests in return for a promise of a reward
- Displaying offensive posters, cartoons, or images of a sexual nature
- Sending inappropriate electronic communications (for example, sexually explicit emails)
 - This list is sourced from the [Government of Canada](#)

Executive Board and Committee Duties

Nothing in this policy will limit the abilities of coaching staff or executive committee members to complete their duties provided they perform them in a respectful, professional manner in good faith. The exercise of coaching or executive authority could include:

- Supervising members, including setting out their performance expectations and providing feedback (both positive and constructive) about their team performance
- Taking measures to correct performance, including using performance improvement plans
- As necessary, taking disciplinary action
- Assigning responsibility to members and directing to them how and when it should be done
- Requesting updates or reports on the progress of the work

Obligations of Team Members and Families

- ROCKERS ATHLETIC CLUB is responsible to make sure members are not subject to violence or harassment. They must also ensure they do not participate in it.
- Coaching staff and executive board members must make sure the club members they are supervising are not subject to violence or harassment.
- Club members must ensure they do not take part in violent or harassing behaviours at any time.

Conducting a Hazard Assessment and Prevention Plans

ROCKERS ATHLETIC CLUB will conduct a hazard assessment for violence and harassment every three years. When conducting the risk assessment, ROCKERS ATHLETIC CLUB will take into consideration specific factors that may contribute to the risk of harassment or violence including:

- Working in a community-based setting
- Interaction with the public
- The exchange of money
- Playing or practicing alone or in small numbers
- Playing or practicing at night

Based on the hazard assessment, ROCKERS ATHLETIC CLUB will put prevention measures in place to mitigate the hazards.

Emergency Procedures

- If you require immediate assistance following an act of violence, are being threatened, or consider yourself to be in imminent danger, contact the police/emergency services immediately by dialing “911” and follow department/facility emergency response procedures (where relevant).
- If you are unable to phone 911 right away, you should:
 - Yell for help.
 - If in a vehicle, honk the horn repeatedly, turn on hazard lights and lock all vehicle doors.
 - If possible, use the vehicle’s emergency alarm.
 - Immediately move to a safe location.
 - Contact a manager/supervisor.

Canada’s *Criminal Code* specifically lays out matters such as violent acts, sexual assault, threats, and behaviours such as stalking. In the event of any of the above, ROCKERS ATHLETIC CLUB will immediately contact the police.

Making a Complaint / Complaint Investigation Process

Members must:

- Immediately report any incident of harassment or violence one is subject to or witnesses to the ROCKERS ATHLETIC CLUB executive board or coaching staff.
- Participate as required in internal and external investigations concerning incidents of harassment or violence.

At the ROCKERS ATHLETIC CLUB, complaints regarding harassment or violence may be brought forward to:

- The CLUB PRESIDENT or the CLUB CAPTAIN if one of them is not available.
- An alternate report may be made to the club VICE PRESIDENT if either of the above are the alleged harasser(s).
- Immediately upon receipt of a complaint, an investigation will begin, and additional information and context will be sought. The investigation may include:

APPENDIX B

- A review of the details of the incident;
- Separate interview(s) with the parties involved and any witnesses;
- Examination of any relevant documents, emails, notes, photographs, or video;
- A decision about whether the complaint constitutes harassment; and
- The preparation of a report which summarizes the incident, the steps of the investigation, the evidence collected, and any findings

The member who disclosed the complaint, as well as the alleged harasser (provided they are both members of the ROCKERS ATHLETIC CLUB), will be kept up to date on the investigation and will be notified of the results of the investigation and any subsequent actions to be taken.

Executive Board members must:

- Take appropriate action(s) upon receipt of a complaint of harassment or violence or when aware that harassment or violence is occurring such as investigate incidents
- Prevent it from happening again
- Preparing investigation reports and retain them for at least 2 years
- Impose appropriate disciplinary measures in response to substantiated claims of harassment or violence.

All members of the executive board who are aware, or who ought reasonably to be aware that incidents of harassment or violence are occurring or are thought to be occurring are obligated to take appropriate action to stop the offending behaviours and actions, even in the absence of a formal complaint.

Confidentiality During and After the Investigation

ROCKERS ATHLETIC CLUB will ensure that it protects the privacy of any persons involved in:

- An occurrence; and/or
- The resolution process for an occurrence.

ROCKERS ATHLETIC CLUB will ensure that information and documents regarding a complaint or incident will not be disclosed except to the extent necessary to protect members, to investigate the complaint or incident, to take corrective action or as otherwise required by law.

All parties involved in a violence complaint, including Complainants, Respondents, witnesses, executive members, and support persons are expected to treat the matter and any information they become aware of as confidential. No party shall discuss the matter or associated details with other members or witnesses. A member may face disciplinary action if it is determined that they have failed to adhere to these confidentiality expectations.

All investigation notes and full reports will be retained in a separate file.

Breaches of Policy

Any member who is found to have breached this policy by engaging in violence or a form of reprisal; who breaches confidentiality expectations; fails to cooperate with an investigation; makes a complaint in bad faith or supplies falsified information will be subject to appropriate disciplinary action.

APPENDIX B

Disciplinary action may range from training, counselling, written warning, suspension, and termination of club membership, depending on individual circumstances. Additionally, the organization may pursue criminal charges where warranted.

Review and Update of this Policy and Procedures

This policy will be reviewed annually or as often as necessary to properly protect members from the risk of violence or harassment. This policy and program will be reviewed after any harassment or violence incidents to determine if changes are necessary.

Training on Violence and Harassment

Members will receive instruction and training on the contents of this policy and the procedures contained within for complaints and investigations.