

HARASSMENT?
COMPLAINANT REVIEWS HARASSMENT POLICY TO DETERMINE IF IT IS HARASSMENT OR NOT

YES

NO

DOCUMENT ISSUES AND FORWARD TO HEAD COACH AND/OR CLUB EXECUTIVE AS PER CLUB'S POLICIES

DOCUMENT ISSUES AND KEEP A RECORD OF THE INCIDENTS FOR YOURSELF

NO FURTHER ACTION

FOLLOW CLUB HARASSMENT POLICY. IF NON AVAILABLE, APPROACH & DISCUSS WITH OTHER PARTY TO FIND A RESOLUTION

COMPLAINANT HAPPY WITH THE SOLUTION?

YES

No

NO FURTHER ACTION

COMPLETE THE SYNCHRO BC "HARASSMENT COMPLAINT FORM" AND FORWARD TO THE EXECUTIVE DIRECTOR (ED). (IF ED CONFLICT, FORWARD TO A SYNCHRO BC BOARD OF DIRECTOR)

INFORMAL PROCESS

ACKNOWLEDGEMENT OF RECEIPT OF WRITTEN HARASSMENT COMPLAINT BY SYNCHRO BC

HARASSMENT ADVISOR ASSIGNED. COMPLETE WRITTEN COMPLAINT FORWARDED TO HARASSMENT ADVISOR

HARASSMENT ADVISOR MEETS WITH COMPLAINANT

NO HARASSMENT

NO FURTHER ACTION

INFORMAL RESOLUTION PROCESS

COMPLAINANT WITHDRAWS COMPLAINT AND HARASSMENT ADVISOR PROCEEDS DUE TO EVIDENCE

PROCEED TO FORMAL RESOLUTION PROCESS

HARASSMENT ADVISOR MEETS WITH RESPONDENT

HARASSMENT ADVISOR PROPOSES A SOLUTION

COMPLAINANT HAPPY WITH THE SOLUTION?

YES

No

NO FURTHER ACTION

PARTIES WRITE AN APOLOGY. A WRITTEN CONTRACT OR AGREEMENT MAY BE REQUIRED

PROCEED TO FORMAL RESOLUTION PROCESS

FORMAL PROCESS

ACKNOWLEDGEMENT OF RECEIPT OF WRITTEN
FORMAL HARASSMENT COMPLAINT BY SYNCHRO BC

HARASSMENT OFFICER ASSIGNED. COMPLETE WRITTEN
COMPLAINT, HARASSMENT ADVISOR'S FINDINGS AND
ANY ADDITIONAL DOCUMENTATION FORWARDED
TO THE HARASSMENT ADVISOR

HARASSMENT OFFICER PROVIDES BOTH PARTIES WITH A
COPY OF THE COMPLAINANT'S WRITTEN STATEMENT

RESPONDENT PROVIDES A WRITTEN STATEMENT

← WITHIN 10 DAYS →

INTERVIEWS WITH COMPLAINANT, RESPONDANT AND
ANY WITNESSES AS NESSECARY

HARASSMENT OFFICER CONDUCTS A THOROUGH
INVESTIGATON AND PREPARES A REPORT

COPIES OF THE REPORT ARE FORWARDED TO
COMPLAINANT, RESPONDENT, SYNCHRO BC BOARD
OF DIRECTORS, EXECUTIVE DIRECTOR AND INVOLVED
CLUB IF APPLICABLE.

DISCIPLINE REQUIRED

YES

NO

NO FURTHER
ACTION

SYNCHRO BC BOARD OF DIRECTORS APPOINT
AN AD HOC COMMITTEE AND FOLLOW THE STEPS
OUTLINED IN THE DISCIPLINE POLICY