

HARASSMENT POLICY

1 BACKGROUND

Synchro BC desires to foster an environment for its members that promotes equal opportunities and prohibits discriminatory practices. This includes harassment, which is prohibited by human rights legislation. In its most extreme forms, harassment can be a prosecutable offense under Canada's Criminal Code.

Synchro Swim BC encourages the prompt reporting of all incidents of harassment regardless of who the offender might be.

2 DEFINITION(S)

2.1 WHAT IS HARASSMENT?

Harassment is defined as comment or conduct, directed toward an individual or group of individuals that is insulting, humiliating, malicious, degrading, or offensive. Types of behavior which constitute harassment but which are not limited to are:

- a) written or verbal threats of physical harm
- b) written or verbal threats of unjustified job action
- c) unwelcome sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature when:
 - i. submitting to or rejecting this conduct is used as the basis for making decisions which affect the individual; or interferes with the individual's performance, or
 - ii. such conduct creates an intimidating, hostile, or offensive environment;
- d) misuse of audio and /or visual material which is offensive, regardless of intent;
- e) unwelcome remarks, jokes, comments, innuendo, or taunting about a person's body, attire, age, race, religion, sex, or sexual orientation, or abilities;
- f) leering or other suggestive or obscene gestures.
- g) misuse of any social media in the context of any of the above

2.2 WHAT IS NOT HARASSMENT?

Harassment does not include disciplined training. However, those with authority must:

- a) set and communicate reasonable and consistent performance and training standards to all participants;
- b) ensure that training involving touching or other physical contact is appropriate in training procedures
- c) act consistently with Synchro BC's Code of Conduct.

Harassment does not include legitimate exercise of managerial or supervisory authority over a coach. This includes, but is not limited to day-to-day management or supervisory decisions involving work assignments, evaluations and disciplinary action.

3 CONFIDENTIALITY

Synchro BC, harassment advisors and investigators will act consistently with Synchro BC's policies on privacy and confidentiality and will not disclose a complainant's or a respondent's (alleged harasser's) name or any circumstances related to a complaint to anyone, except as necessary to investigate or resolve a complaint, take disciplinary action, or as required by law.

The complainant, the respondent, witnesses and others with knowledge of a complaint are required to keep information about the complaint confidential.

4 APPLICATION/JURISDICTION

This policy applies to all Synchro BC employees, contractors, directors, officers, referees, officials, volunteers, participants, members and family members of participants.

For purposes of this policy, harassment may occur:

- a) at Synchro BC sporting events or training sessions;
- b) at Synchro BC offices;
- c) at Synchro BC meetings, conferences, events and training sessions;
- d) while travelling to or from Synchro BC activities; and,
- e) in any other location where harassment relating to involvement with Synchro BC may occur.

5 REPRESENTATION BY A RESPONSIBLE ADULT

If a victim of harassment is a minor, a complaint may be brought forward by a parent, guardian or other adult of the person's choice who may be present during the complaint process.

If a victim of harassment is deemed to be incapable to represent him or herself, a complaint may be brought forward by a parent, guardian or other adult of the person's choice who may act on behalf of the concerned person throughout the complaint process (the "Responsible Adult").

If an alleged harasser is a minor, Synchro BC's Harassment Advisor dealing with the complaint will inform him or her that he or she may have a Responsible Adult present during the complaint process. If an alleged harasser is a deemed to be incapable to represent him or herself, Synchro BC's Harassment Advisor dealing with the complaint will inform him or her that he or she may have a Responsible Adult present during the complaint process and/or have a Responsible Adult act on his or her behalf throughout the complaint process.

6 RETALIATION

No person may engage in retaliation, intimidation or any other form of punishment against people who raise good faith concerns about harassment or who assist in an investigation. Retaliation will be grounds for discipline.

7 REFERENCES

Member: member in good standing of the British Columbia Amateur Synchronized Swimming Association (dba “Synchro BC”), in accordance with the current Bylaws.

Codes of Conduct: the approved Code(s) of Conduct for members of the association that describe expected standards and behavior as a member of the association.

Complainant: the individual who files a harassment complaint, in accordance with the Harassment Policy

Respondent: The alleged offender – the individual or club against whom a harassment complaint is filed, in accordance with the Harassment Policy

Harassment Advisor: An individual appointed by Synchro BC. The role of the Harassment Advisor is to

- serve in a neutral unbiased capacity
- receive and assist in informal resolutions
- make recommendations for further action.
- provide information about the resources and support available

The Harassment Advisor will handle complaints that may be resolved through informal procedures, and refer all other complaints to the Harassment Officer.

Harassment Officer: An individual appointed by Synchro BC to investigate a harassment complaint as provided in this policy.

8 RESOURCES

Resources provided upon request

Access to this Policy will be provided to all members.

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