



## **Harassment Policy**

*Approved by the Board of Directors October 11<sup>th</sup> 2016*

### **Definitions**

Harassment is anyone doing or saying something that makes another person or group of people feel unsafe or uncomfortable.

Some examples include: threats, inappropriate jokes, insulting movements, constantly asking someone out on a date, repeatedly asking personal questions after someone has said they don't want to answer, touching someone without asking, physical or sexual assault.

Discrimination is anyone doing something that has a negative effect on a person or group of people because of such things as their physical appearance, religious beliefs, gender, disability, record of offences, sexual identity and/or situation

### **1.0 Purpose**

Everyone who comes to Snowboard Ontario (SO) has the right to feel safe and free from discrimination and harassment. Discrimination and harassment are not allowed at SO. Staff, Board Members, volunteers and participants will always work to make sure it does not happen and if it does, action will be taken as quickly as possible. Staff, volunteers, board members and participants will make sure that people feel safe at SO and that everyone is treated fairly. This is also expected from people who use the programs.

1.1. These rules are for everyone, including staff, volunteers, board members and people using the programs.

1.2. Any person feeling harassed or discriminated against or who has witnessed harassment or discrimination has the right to make a complaint. It is important that people report any harassment or discrimination as soon as possible.

### **2.0 Steps to making a Complaint**

Note: all the people involved, whether it is the person being harassed, friends, support people or staff, are expected to keep everything confidential. This procedure does not affect an individual's right to file a complaint with the Ontario Human Rights Commission.

2.1 Request that the person who is perpetrating the action to stop, be specific, and explain how it makes you feel.

2.2 If you witness someone else being the victim of harassment or discrimination, talk to a Snowboard Ontario staff person or the person(s) in charge of the event.

2.3 If they are still making you feel uncomfortable, then you should file a complaint with the President. Keep a written record of the events.

2.4 Once the President reviews a complaint he/she will meet with the Executive Director and



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begin an inquiry. The Board will meet with those involved and try to figure out a reasonable resolution. 2.5 If after two weeks no resolution can be agreed upon, the matter will be escalated to the Board of Directors.

2.6 If the Harassment/discrimination involves a staff member of SO, please talk to the President as soon as possible. If the incident involves the President, please talk to the Board.

### **3.0 Policy Implementation**

SO will strive to provide an environment free of discrimination and harassment by taking the following steps:

3.1 Communication- All employees, members of the Board, volunteers and student placements will read and be aware of the Anti-Discrimination Policy.

3.2 Training- Training and public education focused on anti-discrimination topics will be provided on a regular basis for employees, board members, and volunteers.

3.3 Programs and Services- SO will seek to empower participants by promoting awareness of potential inequities and creating strategies to ensure a safe environment.

3.4 Policy Review- The policy will be reviewed from time to time by the staff and board, as appropriate.