

FIELD HOCKEY  
ALBERTA



**Investigations Policy –  
Discrimination,  
Harassment, And Abuse**

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# INVESTIGATIONS POLICY – DISCRIMINATION, HARASSMENT, AND ABUSE

## Definitions

1. The following terms have these meanings in this Policy:
  - a) *“Independent Case Manager”* – An individual appointed to administer complaints under the *Discipline and Complaints Policy*.
  - b) *“Individuals”* – All individual categories of membership defined in FHA’s Bylaws, as well as all individuals employed by, or engaged in activities with, FHA including, but not limited to, athletes, coaches, referees, officials, volunteers, managers, administrators, committee members, parents/guardians and spectators at events, and Directors and Officers of FHA
  - c) *“Vulnerable Individuals”* – Includes Children / Youth (minors) and Adults (people who, because of age, disability or other circumstance, are in a position of dependence on others or are otherwise at a greater risk than the general population of being harmed by people in positions of trust or authority)
2. The following terms have the meanings as defined in FHA’s *Code of Conduct and Ethics*:
  - a) Harassment
  - b) Discrimination
  - c) Sexual Harassment
3. The following terms have the meanings as defined in FHA’s *Workplace Harassment Policy*:
  - a) Bullying
  - b) Workplace
  - c) Workplace Violence
  - d) Workplace Harassment
4. The following terms have the meanings as defined in FHA’s *Abuse Policy*:
  - a) Abuse

## Purpose

5. FHA is committed to eliminating all instances of Discrimination, Harassment, Workplace Harassment, Workplace Violence, Sexual Harassment, and Abuse within its operations and activities. This Policy describes how Individuals can report instances of Discrimination, Harassment, Workplace Harassment, Workplace Violence, Sexual Harassment, Abuse, or other matters requiring investigation and how FHA may investigate those reports.
6. Harassment, Bullying, Sexual Harassment, Workplace Harassment, or Workplace Violence alleged to have been committed against a Worker in a Workplace will be addressed pursuant to the *Workplace Harassment Policy*.

## Determination and Disclosure

7. When a complaint is submitted per the *Discipline and Complaints Policy*, the Independent Case Manager will determine if such complaint is related to an instance of Discrimination, Harassment, Workplace Harassment, Workplace Violence, Sexual Harassment, Abuse, or any other matter requiring investigation.
8. FHA will adhere to all disclosure and reporting responsibilities required by any government entity, local police service, or child protection agency.

## Investigation

9. Complaints that are determined to contain an element of Discrimination, Harassment, Workplace Harassment, Workplace Violence, Sexual Harassment, Abuse, or any other matter deemed relevant by the

Independent Case Manager will continue to be addressed by the process(es) described in the *Discipline and Complaints Policy*. However, the Independent Case Manager may also appoint an Investigator to investigate the allegations.

10. The Investigator must be an independent third-party skilled in investigating. The Investigator must not be in a conflict-of-interest situation and should have no connection to either party.
11. Federal and/or Provincial legislation related to Workplace Harassment may apply to the investigation if Harassment was directed toward a worker in a Workplace. The Investigator should review workplace safety legislation, review the organization's policies for human resources, review the *Workplace Harassment Policy*, and/or consult independent experts to determine whether legislation applies to the complaint.
12. The investigation may take any form as decided by the Investigator, guided by any applicable Federal and/or Provincial legislation. The investigation may include:
  - a) Complainant interviewed;
  - b) Witnesses interviewed;
  - c) Statement of facts (complainant's perspective) prepared by Investigator and acknowledged by Complainant;
  - d) Statement delivered to Respondent;
  - e) Respondent interviewed;
  - f) Witnesses interviewed; and
  - g) Statement of facts (respondent's perspective) prepared by Investigator and acknowledged by Respondent.

#### **Investigator's Report**

13. The Investigator's Report should include a summary of evidence from the parties (including both statements of facts, if applicable) and recommendations from the Investigator of whether or not, on a balance of probabilities, an incident occurred that could be considered Discrimination, Harassment, Workplace Harassment, Workplace Violence, Sexual Harassment, or Abuse, or a breach of a governing document including, but not limited to, the *Code of Conduct and Ethics*.
14. The Investigator's Report will be provided to the Independent Case Manager who will disclose it to FHA and to others as necessary, per his or her discretion.
15. Should the Investigator find that there are possible instances of offence under the *Criminal Code*, particularly related to Criminal Harassment (or Stalking), Uttering Threats, Assault, Sexual Interference, or Sexual Exploitation, the Investigator shall advise the Complainant to refer the matter to police. The Investigator will further inform FHA that the matter should be directed to the police.
16. The Investigator must also inform FHA of any findings of potential criminal activity. FHA may decide whether to report such findings to police but is *required* to inform police if there are findings related to the trafficking of doping drugs or materials, any sexual crime involving minors, fraud against FHA, or other offences where the lack of reporting would bring FHA into disrepute.

#### **Reprisal and Retaliation**

17. An individual who submits a complaint to FHA, or who gives evidence in an investigation, may not be subject to reprisal or retaliation from any individual or group. Should anyone who participates in the process face reprisal or retaliation, that individual will have cause to submit a complaint.

#### **False Allegations**

18. An individual who submits allegations that the Investigator determines to be maliciously false may be subject to a complaint under the terms of the *Discipline and Complaints Policy* with FHA, or the individual against whom the false allegations were submitted, acting as the Complainant.

**Confidentiality**

19. The Investigator will make every effort to preserve the confidentiality of the complainant, respondent, and any other party. However, FHA recognizes that maintaining anonymity of any party may be difficult for the Investigator during the investigation.