



# Harassment Policy

## **Introduction**

The SSA is committed to providing a sport and work environment that is civil, decent and respectful. This policy shall be deemed to be embodied in and part of the SSA Rules.

## **Scope**

This policy applies to all employees, directors, officers, volunteers, coaches, athletes, officials, administrators, members and participants involved with the SSA. This policy applies to Harassment that may occur in the SSA workplace or other activities or events where SSA employees may be involved on behalf of SSA, and to all Harassment occurring outside those situations when the Harassment involves individuals covered by this policy. The SSA will not tolerate disrespectful behaviour, harassment, or abuse in any form.

## **Harassment Defined**

In this policy, Harassment means any behaviour that demeans, humiliates or embarrasses a person, and that a reasonable person should have known would be unwelcome.

Harassment may be verbal or physical, and may be in the form of a comment or display that is insulting, intimidating, humiliating, hurtful, demeaning, belittling, malicious, degrading or otherwise causes offence, discomfort, or personal humiliation or embarrassment to a person or group of persons. Harassment may involve a person's or a group of persons' appearance, race, religious beliefs, colour, place of origin, gender, mental or physical disability, ancestry, marital status, family status, source of income, a conviction (whether pardoned or not) or sexual orientation (hereinafter referred to as "characteristics"). Harassment may be a single incident or a series of incidents.

A person does not have to intend to harass for the behaviour to constitute harassment.

Examples of Harassment include:

- verbal or physical abuse;
- hostile verbal or non-verbal communications, including yelling and screaming;
- use of terminology that reinforces stereotypes based on a person's characteristics;
- any form of discrimination, including derogatory or demeaning comments, jokes, slurs, innuendos, taunts, posters or cartoons, etc., that cause awkwardness or embarrassment, endangering a person's safety or negatively affecting a person's performance;
- condescending, paternalistic or patronising behaviour linked to a person's characteristics, which undermines self-esteem or diminishes or adversely affects performance or adversely affects working conditions;
- discrimination in any form based on a person's mental or physical abilities;
- discrimination in any form based on a person's religious or cultural background;
- any form of hazing;
- Cyberbullying, including but not limited to trolling, bullying, hate speech, doxing, cyberstalking, and online impersonation;
- Threats of retaliation and retaliation
- Sexual Harassment as defined below.

In this policy, Sexual Harassment means unwelcome sexual advances, unwelcome requests for sexual favours or other unwelcome verbal or physical conduct of a sexual nature. Sexual Harassment may occur in behaviours by an individual to another individual, regardless of their sexual identity. The behaviour does not need to be intentional for it to be considered Sexual Harassment.

Examples of types of behaviour which may be Sexual Harassment include:

- unwelcome attention or physical contact, including touching, pinching, patting, rubbing, or kissing;
- unwelcome sexual flirtations, advances, propositions, including unwelcome invitations to socialise;
- leering, staring, gestures of a sexual nature;
- sexually suggestive or obscene comments or gestures; sexist joke(s), comment(s), suggestion(s) or innuendo(s) causing embarrassment or offence;
- sexually degrading words used to describe a person;
- the display of visual material such as pictures, pornographic materials, graffiti or sayings of a sexual nature which is offensive or which one ought to reasonably know is offensive;
- derogatory or degrading remarks about a person's gender or sexual orientation;
- unwelcome inquiries or comments about an individual's sex life or sexual preferences; • persistent unwelcome contact or attention after the end of a consensual relationship or otherwise;
- promise or threats contingent on the performance of sexual favours; decision-making affecting an individual that is contingent on the performance of sexual favours;
- conduct that creates an intimidating, hostile or offensive environment;
- verbal abuse or threats of a sexual nature;
- sexual assault;
- stalking.

### **Complaints**

If you are the subject of, witness to, or are made aware of Harassment involving persons covered by this policy, you should:

1. Tell the harasser that his or her behaviour is unwelcome and ask him or her to stop.
2. Keep a record of the incidents (dates, times possible witnesses, what happened, your response). You do not have to keep a record of events in order to file a complaint; however, a record may help you remember the details over time.
3. Contact your SSA Team Manager or the SSA Administrator to register your complaint in accordance with its rules and policies.
4. If the SSA Team Manager or the SSA Administrator does not deal with the complaint in accordance with its rules and policies, you may file a written complaint with the SSA President.

Once the SSA Administrator receives your written complaint, the administration team will consider the following points and take the necessary steps

1. is this complaint criminal in nature - if so, the complainant will be advised to contact the RCMP, the administrative team will be available for support in this circumstance.
2. is the complaint something that can be settled through mediation or with a small intervention by the admin team.

3. is the complaint not criminal in nature, but escalated to the point where it will be brought forth to the Board
  - a. The SSA Board will appoint a committee of three Board Members for the purpose of reviewing and attempting to resolve the complaint (the “Committee”). The Committee may also be a standing committee of the Board. The Committee will open a secure file containing all of the relevant information in respect of your complaint and undertake an investigation immediately. If the complaint involves a Board Member or Members or an employee of the SSA, those individuals will be precluded from partaking in the Committee and from reviewing the file while the matter is being investigated.
  - b. The Committee will interview you and the alleged harasser, along with all of the individuals who may be able to provide relevant information. If the investigation reveals evidence to support the complaint of harassment, the harasser will be disciplined appropriately in accordance with this policy and the SSA Rules. Subject to the discretion of the Committee, discipline may include a fine and/or suspension from involvement with the SSA, or permanent expulsion from any further involvement with the SSA. If circumstances warrant, the Committee may refer these matters to the RCMP, the Alberta Human Rights Commission or such other body or organisation as they deem appropriate.

For the purposes of this policy, threats of retaliation and retaliation by one person against another:

- designed to dissuade an individual from reporting discrimination or harassment;
- to punish an individual who has rejected sexual advances;
- for having invoked this policy (whether on behalf of oneself or another);
- for having participated in any investigation under this policy; or
- for having been associated with a person who has invoked this policy or participated in these procedures will be considered a form of Harassment.

Complaints found to be false, frivolous or made in bad faith will not be tolerated and will be subject to appropriate disciplinary action.

In addition to any other findings or sanctions imposed by the Admin Team or The Committee, a finding of Harassment will be considered conduct likely to bring the game into disrepute under the SSA Rules.

Once the matter has been resolved, the SSA Board will retain the file in a secure location along with all of the other books and records of the SSA. No absolute confidentiality may be made by the SSA, particularly in circumstances where the matter warrants police or other regulatory or administrative body intervention.

Notwithstanding this policy, any person who experiences Harassment continues to have the right to seek assistance from the Alberta Human Rights Commission or to file a complaint with the RCMP/City of Calgary Police Service or such other body or organisation as they deem appropriate.