

Kootenay Rockies ATV Club

POLICY HARASSMENT

Definitions

KRATV members have the right to expect a harmonious club environment. It is expected that the behaviour of all KRATV members in the club will meet generally acceptable business standards. All KRATV members, in their relations with other persons in the club, are to treat one another with respect and dignity. KRATV members shall not engage in sexual harassment or any other form of personal harassment. KRATV members include any paid or volunteer individuals.

The KRATV accepts the following definitions and is guided by them when dealing with allegations of harassment. Harassment by any member in the Club constitutes performance misconduct and is subject to disciplinary action up to and including termination. Should it be determined that a member has knowingly made a false, frivolous, vindictive or vexatious complaint, s/he is subject to disciplinary action.

The *Canadian Human Rights Commission* considers harassment to include:

- Unwelcome remarks, jokes, innuendo or taunting about a person's body, attire, age, marital status, ethnic or religious origins;
- Displaying offensive or derogatory pictures;
- Practical jokes which cause awkwardness or embarrassment;
- Unwelcome invitations or requests;
- Leering or other gestures;
- Condescension or paternalism which undermines self respect;
- Any unwelcome physical, visual or verbal conduct.

The BC Human Rights Act further defines harassment to include:

- Verbal abuse or threats;
- Unwanted touching, patting or other physical contact;
- Persistent unwelcome invitations or requests, whether direct or indirect;
- Conduct or comment, which is intended to, or has the effect of, creating an intimidating, hostile or offensive environment.

Personal Harassment

Personal harassment is objectionable conduct or comment directed toward a specific person which serves no legitimate Club-related purpose, and which has the effect of creating an intimidating, humiliating, hostile or offensive work environment. For the purposes of this policy, personal harassment includes conduct or comment that constitutes discrimination under provincial human rights legislation. Personal harassment includes but is not limited to:

- unwanted actions, derogatory or demeaning comments, jokes or slurs;
- derogatory or demeaning posters, pictures, cartoons, graffiti or drawings;
- innuendoes, taunting, ostracism of a Club member;
- threats, bullying, coercion;

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- malicious gestures or actions.

Sexual Harassment

Sexual harassment is defined as any comment or conduct of a sexual nature that:

- is uninvited and is known, or ought reasonably to be known, to be unwelcome and objectionable to the recipient;
- may lead to adverse, job-related consequences for the recipient; and/or
- detrimentally affects the work environment.

Sexual harassment includes, but is not limited to: unwanted physical contact; sexual advances; requests for sexual favours; and/or suggestive or offensive comments and gestures emphasizing sexuality, sexual identity or sexual orientation. It may consist of one incident or repeated incidents.

Sexual harassment does not include accepted social banter between cognizant adults. A finding of sexual harassment is not necessarily confined to supervisor/subordinate or male/female relationships.

Sexual harassment will be considered to have taken place if a reasonable person ought to have known that such behaviour was unwelcome. A crude and unwelcome comment may amount to sexual harassment.

Conditions

KRATV members should be aware that entitlement to redress exists through the Human Rights Commission of BC.

The name of the complainant or the circumstances of the complaint will not be disclosed to any person except where disclosure is necessary for the purpose of investigating the complaint.

In all circumstances, an individual who is accused of harassment is to be given the opportunity to explain himself/herself and to have those explanations properly considered. The rights of the person accused of harassment are also to be protected.

Procedure

KRATV members who believe they are being harassed should take the following steps to prevent the recurrence of such harassment:

1. Make your disapproval known to the harasser and request that the offensive behaviour cease;
2. Keep a written record of the steps taken to alleviate the problem;
3. Should the harassment continue, bring the documented written complaint detailing the incident(s) and efforts made to have the aggressor cease and desist to the attention of the President or, or if this is inappropriate, to the club Directors;

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4. Following investigation, the complainant will be advised of the outcome, assuring them that her/his complaint has been taken seriously;
5. No documentation of unsubstantiated sexual or personal harassment will be maintained in individual personnel files. Proven allegations of personal or sexual harassment including disciplinary action taken shall be documented and form part of the members permanent record.

Review

KRATV Directors will review this policy and procedures on an annual basis, or as required, and will make necessary adjustments to ensure that it meets the needs of all members.