



# Huntsville Soccer Club

## Harassment and Violence Policy

Issued: February 19, 2019

Updated: February 19, 2019

Approved: September 26, 2019

### Purpose and Applicability

The purpose of this document is to outline the Huntsville Soccer Club's position on violence and harassment. The Huntsville Soccer Club believes in the prevention of violence and promotes a violence-free workplace in which all people respect one another and work together to achieve common goals. Any act of violence committed by or against any member of our workplace or member of the public, is unacceptable conduct that will not be tolerated.

The Occupational Health and Safety Act sets out roles and responsibilities of workplace parties with respect to workplace violence and workplace harassment, including developing and implementing policies and programs and providing information and instruction on these.

### DEFINITIONS

Workplace violence is:

The OHSA defines workplace violence as the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker. It also includes an attempt to exercise physical force against a worker in a workplace, that could cause physical injury to the worker; and a statement or behaviour that a worker could reasonably interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Workplace Harassment is:

The Huntsville Soccer Club believes that all workers have the right to a respectful workplace. Workplace harassment is unacceptable and will not be tolerated. "Workplace harassment" means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome. If it occurs within the course of the employment relationship, workplace harassment may involve conduct that is verbal or non-verbal, a single incident or a series of incidents. Workplace harassment can be directed at a co-worker, subordinate or manager. Workplace harassment does not include decisions or actions relating to

the worker's employment, including a decision to change the work to be performed or the working conditions, to discipline the worker or to terminate the worker's employment.

## PROCEDURE FOR REPORTING

If reasonable to do so, workers, coaches, volunteers or players are encouraged to try to resolve the situation with the person who is alleged to have engaged in the incident. Where the situation cannot be resolved, or the situation continues, workers shall report the conduct to the Club Executive (Board of Directors). The Board of Directors will investigate the complaint.

The Club Executive can be requested by employees, coaches, volunteers or players to investigate complaints of violence and/or harassment and sexual harassment if the complaint involves a member of the Club Executive.

## RESPONSIBILITIES

All employees share in the responsibility of understanding the Workplace Violence and Harassment policies and to ensure the workplace is free from incident. In the event of a violation of this policy the employee must report the incidence to the Club Executive (Board of Directors).

All employees are required by law to call for assistance (911) and report any act of violence they are aware of, or witness to. Employees must also ensure that the proper procedures are followed when reporting or investigating a complaint.

The Club Executive:

- must ensure that all employees are informed of the workplace violence and harassment policy
- must ensure that all complaints are investigated promptly and with as much confidentiality as permissible by law.
- must ensure that there are no reprisals against either the complainant(s) or witness(s).
- must ensure and communicate that there is more than one person designated to receive complaints of harassment.
- must establish and maintain a work environment that is free from violence and / or harassment.
- must report any complaint of violence and / or harassment to the person(s) designated to investigate complaints.
- must ensure confidentiality at all times.

## IF YOU THINK YOU ARE BEING HARASSED

1. Ask the harasser to stop. If you believe no physical harm will come to you, with a witness inform the harasser that his/her behaviour is unwelcome. An individual may not realize he or she is being offensive.

2. Keep a record of the harassment. Record what was said, the behaviour in question, names of any witnesses, date, time, location. This information will reinforce your complaint.
3. File a complaint. If Step 1 has not corrected the situation or if you felt that due to potential physical harm you could not address the harasser, if you feel threatened, or if you know of a situation where harassment is occurring, you should report the problem to the Club Executive immediately.

## PROCEDURE FOR RECEIVING AND INVESTIGATING COMPLAINTS

All complaints will be handled promptly and fairly, ensuring confidentiality permissible within the law, for all parties, including timelines for each step.

Common Procedure to be followed depending on nature/severity of complaint:

1. A report must be filed at time of complaint
2. Investigator meets informally with complainant
3. Investigator has informal meeting with alleged harasser
4. Depending upon informal meetings, investigator will decide if investigation is warranted
5. Depending on nature of complaint – investigator with agreement of complainant may have both parties meet to see if matter can be resolved
6. If investigation is required – Investigator conducts formal interview with complainant
7. Investigator conducts formal interview with alleged harasser
8. Investigator conducts additional investigation as required
9. If the investigation validates a complaint of violence and / or harassment, the harasser will be appropriately disciplined and the action documented
10. Documentation will be placed in the complainant's file where the complaint is filed in good faith, whether the complaint is upheld or not
11. If the investigation fails to find evidence to support the complaint there will be no documentation concerning the complaint placed in the file of the alleged harasser.
12. Regardless of the outcome of a complaint made in good faith, the employee lodging the complaint, as well as anyone providing information, will be protected from any form of retaliation by either co-workers

The Club Executive will:

1. treat all complaints seriously
2. document all findings and contacts
3. maintain appropriate confidentiality
4. offer appropriate support to the complainant
5. take appropriate disciplinary action where necessary

