



VANCOUVER CURLING CLUB

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Harassment/Discrimination Policy

The VCC prohibits harassment or discrimination of any kind. This policy applies to all VCC employees, volunteers, members and guests. Violations of this policy will not be permitted.

Definition – Harassment/Discrimination

Personal harassment is objectionable and unwanted behaviour that is verbally or physically abusive, vexatious or hostile, that is without reasonable justification, and that creates a hostile or intimidating environment for working, learning or living. Personal harassment may be intentional or unintentional. While personal harassment usually consists of repeated acts, a single serious incident that has a lasting harmful effect may constitute personal harassment.

Personal harassment behaviour includes persistent, demeaning or intimidating comments, gestures or conduct; threats to a person's employment or educational status, person or property; persistent comments or conduct, including ostracism or exclusion of a person, that undermines an individual's self-esteem so as to compromise their ability to achieve work or study goals; unwarranted and excessive supervision or criticism of an individual; abuse of power, authority or position; sabotage of a person's work; hazing; spreading of malicious rumours or lies; or making malicious or vexatious complaints about a person.

Personal harassment does not include the exercise of appropriate managerial or supervisory direction, including performance management and the imposition of discipline; constructive criticism; reasonable changes to assignments or duties; correction of inappropriate ... behaviour; instructional techniques such as irony, conjecture, and refutation, or assigning readings or other instructional materials that advocate controversial positions; and single incidents of thoughtless, petty or foolish words or acts that cause fleeting harm.

Complaint Procedure – Harassment/Discrimination

1. Employees, volunteers, members or guests of the VCC who believe that they have been harassed or discriminated against should report the behaviour to the VCC Manager. In cases where the Manager is involved, a member of the Board of Directors, preferably the Chair of the Human Resources Committee should be contacted. Complaints should answer the following questions:
 - a) What was said or done?
 - b) Who did it?
 - c) When and where did it happen?
 - d) Did anyone else observe or hear it?
 - e) What did you <the complainant> do? Was the harasser confronted? What was the response?
 - f) Has this happened before? Was the same person(s) involved? How did you <the complainant> handle it in the past?
 - g) To your <the complainant> knowledge, have others had similar experiences?
2. An Investigation Team composed of no less than two members of the Human Resources Committee and a member of the Executive Committee, along with the Manager, where appropriate, will ensure that all policies are administered fairly and equitably.

3. When a complaint is filed, the Investigation Team will use the following guidelines:
 - a) Ensure that all complaints will be handled confidentially, promptly, fairly and fully investigated
 - b) Review the allegations made in the letter of complaint
 - c) Examine all evidence presented prior to the start of the investigation
 - d) Interview individuals who could provide insight into the Complainant's letter and ensure the following steps are taken before any interviews take place:
 - i. Preparing a list of witnesses to be interviewed
 - ii. Compiling a list of questions to be asked of each witness
 - iii. Finding a suitable, private environment in which to conduct the interviews for each witness
 - e) Collect and consider any further evidence that may assist in the investigation
 - f) Determine if the allegations made in the complaint are substantiated or not substantiated
 - g) Make recommendations based on evidence collected, interviews conducted and conclusions reached
 - h) After the interviews are completed, the Investigation Team will meet to summarize the interviews, analyze the results of the interviews & agree on its findings, reach conclusions based on its findings and make recommendations. Once those tasks are completed, the Investigation Team will compile the aforementioned items into a report.
 - i) This report will be presented to the complainant and the individual(s) against whom the allegations were made, as well as an in-camera presentation to the Board of Directors.
 - j) Ensure, to the maximum extent possible, that investigations protect the privacy of all parties concerned.
 - k) Monitor to prevent any retaliation from being taken.
 - l) See that the proper disciplinary action is taken against violators of policy.
4. The Sport BC Harassment Policy for Sport Organizations shall be utilized as a supplement to the Complaint Procedure where necessary.
5. The Vancouver Curling Club shall utilize Curl B.C. Harassment advisors as needed.