

## **Anti-Harassment Policy**

The Sport Information Resource Centre (SIRC) is committed to providing an environment in which all individuals are treated with respect and dignity. Each individual has the right to participate and work in an environment which promotes equal opportunities and prohibits discriminatory practices. Harassment, as defined by this policy, includes but is not limited to the following specifically described categories of harassment:

Harassment is a form of discrimination. Harassment is prohibited by the Canadian Charter of Rights and Freedoms and by human rights legislation in every province and territory of Canada.

Harassment is offensive, degrading, and threatening. In its most extreme forms, harassment can be an offence under Canada's Criminal Code.

SIRC is committed to providing an environment free of harassment on the basis of race, national or ethnic origin, colour, religion, age, gender, sexual orientation, marital status, family status, disability, pardoned conviction or political agenda.

This policy applies to all employees as well as all directors and others affiliated with SIRC. SIRC encourages the reporting of all incidents of harassment, regardless of who the offender may be. This policy applies to harassment which may occur during the course of all SIRC business, activities and events.

### **DEFINITIONS:**

Harassment can generally be defined as comment or conduct, directed toward an individual or group of individuals, which is insulting, intimidating, humiliating, malicious, degrading or offensive.

For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favours or other verbal or physical conduct of a sexual nature when:

- submitting to or rejecting this conduct is used as the basis for making decisions which affect the individual; or
- such conduct has the purpose or effect of interfering with an individual's performance; or
- such conduct creates an intimidating, hostile or offensive environment

### **BEHAVIOUR:**

Types of behaviour which constitute harassment include, but are not limited to:

- written or verbal abuse or threats
- the display of audio and visual material which is offensive or which one ought to know is offensive
- unwelcome remarks, jokes, comments, innuendo or taunting about a person's looks, body, attire, age, race, religion, sex or sexual orientation and abilities

- leering or other suggestive or obscene gestures
- condescending, paternalistic or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions
- practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance
- unwanted physical contact including touching, petting, pinching or kissing
- unwelcome sexual flirtations, advances, requests or invitations
- physical or sexual assault.

**CONFIDENTIALITY:**

SIRC recognizes that it can be extremely difficult to come forward with a complaint of harassment and that it can be devastating to be wrongly convicted of harassment. SIRC therefore recognizes the interests of both the complainant (the person who experiences harassment) and the respondent (the person against whom a complaint is made) in keeping the matter confidential.

**COMPLAINT PROCEDURE:**

1. A person who experiences harassment is encouraged to make it known to the harasser that the behaviour is unwelcome, offensive and contrary to this policy. The concerned person should also begin to keep a written record of the harassment.
2. Any concerned person may, at any time, seek confidential advice or assistance from the President of SIRC (or other designated SIRC official) on how to deal with a situation of sexual harassment and how to make a complaint if necessary.
3. If the harassment continues, or if the concerned person is not able or willing to confront the harassing individual directly, the concerned person (complainant) should make a complaint to the President (or designate) in writing within a reasonable period of time. The President (or designate) shall conduct a neutral, unbiased investigation and take all possible steps to resolve the complaint. If the President (or designate) considers that he or she is unable to act in this capacity, the complainant shall be referred to another official.
4. If the complainant or respondent is not satisfied with the outcome of the investigation, he or she can appeal to the SIRC Board of Directors after receiving the response of the President (or designate). A committee selected from the SIRC Board of Directors shall conduct a further review and will respond in writing to the complainant, the respondent and to any other person involved in the matter.

**DISCIPLINARY SANCTIONS:**

Disciplinary sanctions will be levied for violation of this Policy as appropriate up to and including dismissal from employment. Disciplinary action will also be taken against those who bring false, vexatious or frivolous charges of harassment.

January 1, 2010