

Respectful Workplace Policy



The British Columbia Freestyle Ski Association (“**Freestyle BC**”) is committed to providing a respectful working environment.

Workplace harassment is unacceptable and will not be tolerated in any circumstances. Freestyle BC will work promptly to address and resolve incidents of bullying and harassment, including sexual and discriminatory harassment. Inappropriate or disrespectful behavior will be cause for corrective action and (where appropriate, termination).

This Respectful Workplace Policy applies to all employees and everyone who performs services for Freestyle BC including permanent staff, casual, contract, student workers, independent contractors and volunteers. It applies to all interactions including interpersonal and electronic communications such as email, texting, and social media.

The contents of this policy will be reviewed at least annually and all employees will be provided with access to updates as required.

Definitions:

For the purposes of this policy, harassment includes bullying and harassment, sexual harassment and discrimination.

Harassment (aka bullying) is a course of conduct by a person towards a worker that the person knew, or reasonably ought to have known, would cause that person to be humiliated or insulted.

Examples include:

- verbal abuse or insults,
- aggressive body positioning/posturing,
- calling someone derogatory names or swearing at the person,
- harmful hazing or initiation practices,
- vandalizing personal belongings or work space,
- giving the person the silent treatment,
- spreading malicious rumors or jokes about the person, or
- encouraging others (through words or actions) to behave in any of these ways.

Workplace harassment does not include any reasonable action taken by a manager or supervisor relating to the management and direction of staff such as:

- decisions about job duties, workloads, transfers, layoffs, restructuring, work instructions, provision of training;
- constructive criticism and performance evaluations;
- requiring satisfactory medical documentation and/or putting other conditions in place to manage performance/attendance; and,
- disciplinary or other forms of corrective action.



Sexual Harassment is unwelcome conduct of a sexual nature in the workplace. The term sex also refers to gender, gender identity and one's expression of gender. Sexual harassment can occur among people of the same gender and can include negative comments or sweeping generalizations about gender (stereotyping), or gender-based harassment of anyone that identifies or expresses as another gender.

Sexual harassment comes in many forms, such as:

- staring, the "lingering gaze", and following (physically or with one's eyes);
- persistently putting oneself into another's workspace or personal space;
- unwelcome touching or hugging;
- asking questions or making comments about a person's gender, gender presentation, sexual orientation or sex life; or,
- persistently complimenting or commenting on one's appearance or clothing.

Discriminatory harassment includes conduct or comments that a person knew or reasonably ought to have known would be unwelcome and which are based on race, colour, gender, ancestry, place of origin, religion, culture, marital status, family status, physical or mental disability, sexual orientation, gender identity or expression, or age.

Duties and Obligations:

Freestyle BC expects and requires that all staff will:

- not engage in disrespectful or harassing behaviors;
- comply with Freestyle BC's policies and procedures on bullying and harassment in the workplace;
- cooperate in investigations of alleged breaches of this policy;
- maintain confidentiality; and
- not make false allegations or reports.

Board/committee members, affiliated club executives, staff, coaches, and managers of Freestyle BC are responsible for preventing and discouraging harassment by:

- assist in ensuring a harassment-free workplace;
- recognize and address disrespectful conduct and potential incidents of harassment;
- inform and train staff on this policy;
- advise staff of their rights and obligations;
- formally report and/or apply the investigation procedures set out in this policy, if appropriate; and,
- deal with complaints in a timely manner.

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Harassment can build up over a series of smaller incidents over time. To prevent harassment in the workplace, the Association expects that all staff will:

- communicate how they want to be treated:
 - using “I” statements (“I don’t want you do to do that” or “I don’t like that type of language”)
 - express your feelings in a way that assumes good intentions (“I know that hugs are your way to show appreciation, but they make me feel uncomfortable”)
 - acknowledge the issue (“This is the third time today that you have brushed against my body when you walked by”).
 - Suggest that the focus be on the work, not the personalities or persons (“I’d like to stay away from observations about me and focus on this project”).
- Refrain from participating in joking that is sexual in nature, and don’t encourage others when these jokes are made.
- Respect personal space.
- Do not participate in or allow rumours or gossip.
- Stand up for harassment, even if it does not directly affect you.