

WORKPLACE HARASSMENT POLICY

Updated: September 2023

PURPOSE

Freestyle BC (“**FBC**”) is committed to a sport environment, free of maltreatment, in which all staff/contractors have the opportunity to contribute to the sport to their maximum potential in a safe and supportive work environment. The purpose of this policy is to define what constitutes maltreatment, how to report it, and FBC’s commitment to resolving it.

In keeping with the spirit of this commitment, FBC does not tolerate any form of maltreatment and undertakes to protect all staff/contractors regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, disability, age, marital status, family status, or record of offence, from maltreatment by other staff/contractors, officers of the association, officials, organizers, coaches, clubmates, and any other staff/contractors of the Association with whom they may have contact.

SCOPE

1. This Policy applies to all employees, volunteers, staff, and contractors of FBC and any public visitors that may come in contact with those listed above at work.
2. This policy is directed toward protecting all employees, volunteers, and contractors of FBC and any public visitors from any form of maltreatment:
 - a. during Freestyle BC business, events, competitions, or training activities within a club affiliated with Freestyle BC, or
 - b. outside of such events or clubs where there may be repercussions in the work or club environment adversely affecting staff/contractors Freestyle relationships.

DEFINITIONS

1. These terms will have these meanings in this policy:
 - a. “**Maltreatment**” takes many forms, including harassment, discrimination, and workplace abuse, but can generally be defined as any unwelcome action by any person, whether verbal or physical, on a single or repeated basis, which is insulting, intimidating, humiliating, degrading, hurtful, malicious, or otherwise offensive to an individual or group of individuals or which creates an uncomfortable environment. FBC, per the British Columbia Human Rights Code and BCUCC, specifically prohibits harassment on the following grounds: race, ancestry, place of origin, color, ethnic origin, citizenship, creed (religion), sex, sexual orientation, gender identifications, disability, age, marital/family status, or record of the offence.
 - b. “**Unwelcome**” for this policy refers to any action which the harasser knows or ought to know reasonably is not desired by the victim of the maltreatment.
 - c. “**BC UCC**” British Columbia Universal Code of Conduct

MALTREATMENT

2. Freestyle BC staff/contractors are protected from maltreatment in the workplace. Behaviors or instances that constitute maltreatment of others is prohibited. Including the definition above, Maltreatment includes, but is not limited to, the following:
 - a. written or verbal abuse or threats;
 - b. sexually oriented comments;
 - c. racial or ethnic slurs;
 - d. unwelcome remarks, jokes, innuendos, or taunting about a person's body, attire, age, marital status, ethnic or racial origin, religion, etc.;
 - e. display of sexually explicit, racist, or other offensive or derogatory material;
 - f. sexual, racial, ethnic, or religious graffiti;
 - g. practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance;
 - h. unwelcome sexual remarks, invitations or requests, whether indirect or explicit, or intimidation;
 - i. leering (suggestive staring), or other obscene or offensive gestures;
 - j. condescension, paternalism, or patronizing behavior which undermines self-respect or adversely affects the performance or working conditions;
 - k. physical conduct such as touching, kissing, patting, pinching, etc.;
 - l. vandalism;
 - m. physical assault.

REPRISAL

3. Freestyle BC staff/contractors are protected from reprisal or the threat of reprisal as part of their right to freedom from maltreatment.
 - a. Reprisal may include situations in which a member is:
 - i. denied or threatened with denial of promotional, advancement, training, or other related opportunities or benefits (e.g., team selection, etc.);
 - ii. disciplined or threatened with disciplinary action;
 - iii. dismissed or threatened with dismissal.
 - b. On the sole basis of:
 - i. rejecting the sexual advances of a person in authority who could or who could be perceived to influence Freestyle-related decisions affecting the member or
 - ii. having made a complaint of maltreatment
4. Reprisal may also include situations involving co-member(s) who, because the member has made a complaint of maltreatment, continue or escalate the maltreatment; ostracize or isolate the member; and/or engage in any behavior with the intent to intimidate, threaten, humiliate, hurt, or adversely affect the performance or working conditions of the member.

PROCEDURE

5. Freestyle BC is committed to creating and maintaining a supportive sport environment free of maltreatment. Board/committee members, affiliated club executives, staff, coaches, volunteers, and managers of FBC are responsible for preventing and discouraging maltreatment by:
 - a. Understanding and upholding the principles of this policy;
 - b. Not engaging in behavior contrary to this policy and ensuring that all staff/contractors are treated fairly and equitably;
 - c. Communicating the Association's objective to create & maintain a harassment-free sport;
 - d. Not allowing or condoning behavior contrary to this policy;
 - e. We are taking all complaints of maltreatment seriously by investigating complaints thoroughly and sensitively and taking prompt action to resolve the situation per the procedures outlined in the following sections.

6. All staff/contractors of FBC have a responsibility not to mistreat any other staff/contractors. Staff/contractors who experience maltreatment are encouraged to inform the harasser that the behavior is offensive and/or to report the incident(s) per the following complaint procedure. Staff/contractors who witness maltreatment harassment or become aware that a staff/contractors is being mistreated are encouraged to report the incident per the following complaint procedure.

COMPLAINT PROCEDURE

7. Those who experience maltreatment are encouraged to inform the harasser that the behavior is offensive and contrary to association policy. If confronting the harasser is not possible or if, after confronting the harasser, the harassment continues, report the incident to the Executive Director of FBC.

8. If the avenue outlined above is either unavailable or inappropriate, complaints may be made directly to:
 - a. the President of FBC;
 - b. any member of the FBC Board of Directors;
 - c. FBC coach, manager, or staff member.

9. Complainants are encouraged to report incidents of maltreatment. Those who bring incident(s) to the attention of FBC will receive the Association's full support. Complaints will be addressed in a sensitive, responsible, and timely manner.

10. Complainants who experience maltreatment because of their sex, race, religion, ethnicity, place of origin, disability, age, sexual orientation, or family status are specifically protected under the British Columbia Human Rights Code and have the right to file their complaint with the British Columbia Human Rights Commission.

COMPLAINT INVESTIGATION AND RESOLUTION

11. The above complaints procedure sets out several avenues for reporting incidents of maltreatment. Once a complaint is reported, immediate action must be taken as follows:
 - a. the complaint must be documented and immediately forwarded to the Executive Director, who must inform the Board of Directors of the complaint as quickly as possible. If this avenue is unavailable or inappropriate, the complaint may be forwarded to the President of the Association.
 - b. the Board of Directors must immediately appoint a tribunal to investigate the incident(s);
 - c. the complaint must be documented and immediately forwarded to the chair of the tribunal;
 - d. The president and Executive Director must ensure that an investigation is initiated.
12. All complaints of maltreatment must be investigated by the appointed tribunal to determine the nature and circumstances of the incident(s) and to determine appropriate resolution.
13. All complaints alleging criminal behavior, including but not limited to maltreatment, harassment, and physical and sexual abuse, shall be reported to the Canada Sports Help Line (Call: 1-888-83SPORT (77678)) or appropriate law enforcement or child welfare authorities.