Bowen Island Gymnastics Club
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V0N 1G0

# Bullying & Harassment

Bullying and harassment is not acceptable or tolerated at Bowen Island Gymnastics Club (BIGC). All coaches, employees and athletes (collectively referred to as “members”) will be treated in a fair and respectful manner.

## 1.0 APPLICATION

No member of BIGC will be criticized or penalized in any way because that member has, acting in good faith, reported bullying and/or harassment under this policy and procedures.

Members must:
- not engage in the bullying and harassment of other members;
- report if bullying and harassment is observed or experienced;
- apply and comply with this policy and procedures on bullying and harassment.

This policy statement applies to all members. It applies to interpersonal and electronic communications, including but not limited to email, texting, and social media.

Where the complainant or the respondent/alleged bully is a minor, a parent, guardian, or other adult of the person’s choice may be designated to speak on behalf of the complainant or respondent/alleged bully.

## 2.0 EXAMPLES OF BULLYING & HARASSMENT

Examples of bullying and harassment include:
- any inappropriate conduct or comment by a person towards a member that the person knew or reasonably ought to have known would cause that member to be humiliated or intimidated;
- intentional intimidation;
- written or verbal aggression or insults;
- calling someone derogatory names;
- harmful hazing or initiation practices;
- vandalizing personal belongings;
- spreading malicious rumours, including false accusations of harassment motivated by malice or mischief;
- physical assault;
- unwelcome remarks, jokes, innuendos, or taunting about a person's body, sexual orientation, attire, age, marital status, ethnic or racial origin, religion, etc.;

- displaying of sexually explicit, racist or other offensive or derogatory material, or sexual, racial, ethnic or religious graffiti;
- practical jokes which directly or indirectly cause awkwardness or embarrassment, endangering a person's safety or negatively affecting performance;
- leering or other suggestive or obscene gestures;
- intimidation, through the suggestion or offer of a reward or privilege or through threats of retaliation related to speaking out about harassment;
- condescension, paternalism, or patronizing behaviour which undermines self-respect or adversely affects performance or working conditions;
- conduct, comments, gestures or contact of a sexual nature that is likely to cause offence or humiliation or that might, on reasonable grounds, be perceived as placing a condition of a sexual nature on employment or any opportunity for selection, training or advancement; and
- one or a series of incidents involving unwelcome sexual advances, requests for sexual favours, or other verbal conduct of a sexual nature, when such conduct has the purpose or the effect of interfering with a person's work/sport performance/experience or creating an intimidating, hostile or offensive work/sport environment.

## 3.0 REPORTING

BIGC members can report incidents or bullying and harassment complaints verbally or in writing.

The reporting contact will be the Harassment Officer. Under circumstances where the complaint involves the Harassment Officer, the member should report the complaint to a designated board member or the board president of BIGC.

Incidents or complaints should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated and addressed promptly.

Provide as much information as possible in the report, such as the names of people involved, witnesses, where the events occurred, when they occurred, and what behaviour and/or words led to the complaint. Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

Investigations into allegations of harassment and/or bullying within BIGC will be conducted internally. In complex or sensitive situations, an external investigator might be hired. Investigations will:
- be undertaken promptly and diligently, and be as thorough as necessary, given the circumstances;
- be fair and impartial, providing both the complainant and respondent equal treatment in evaluating the allegations;
- be sensitive to the interests of all parties involved, and maintain confidentiality;
- be focused on finding facts and evidence, including interviews of the complainant, respondent, and any witnesses as well as any other evidence such as emails, handwritten notes, photographs, or physical evidence like vandalized objects;
- incorporate, where appropriate, any need or request from the complainant or respondent for assistance during the investigation process.

The Harassment Officer and/or designated board member is responsible for ensuring workplace investigation procedures are followed.

Members are expected to cooperate and provide any details of incidents they have experienced or witnessed.

The Harassment Officer and/or designated board member will conduct investigations and provide a written report with conclusions to the BIGC Board of Directors. If external investigators are hired, they will conduct investigations and provide a written report with conclusions to the BIGC Board of Directors.

## 4.0 FOLLOW UP

The alleged bully and alleged target will be advised of the investigation findings by either the Harassment Officer or board designate. Following an investigation, the Board will review and revise procedures in consultation with the Harassment Officer to prevent any future bullying and harassment incidents. Appropriate corrective actions will be taken within a reasonable time frame.

BIGC will keep all written records relating to bullying and/or harassment complaints, including the findings, for a period of two (2) years.

Any reports of retaliation against a member who made a complaint under this policy and procedures will be treated in the same manner as a complaint of bullying and harassment.

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