

Policy on Harassment and Sexual Harassment

Approved by the Board of Directors of the Ottawa-Carleton Ultimate Association on March 12, 2019

Preamble

The Ottawa Carleton Ultimate Association (OCUA) is committed to providing a sport and work environment in which all individuals are treated with respect and dignity. Everyone has the right to participate and work in an environment that promotes personal safety, and prohibits *harassment* and *sexual harassment*.

The *Policy on Harassment and Sexual Harassment* establishes expectations for OCUA to deter harassment and requires the organization to investigate complaints of *harassment* and *sexual harassment* should they occur.

Definitions

- Behaviours constituting *harassment* include but are not limited to:
 - written or verbal abuse or threats, direct, indirect or implied;
 - the display of visual material that are offensive or could reasonably be interpreted as offensive by others;
 - unwelcome remarks, jokes, comments, innuendo, or taunting about a person's appearance, body, attire, age, race, religion, sex, or sexual orientation;
 - threatening, intimidating, condescending, patronizing, or oppressive behaviour which undermines self-esteem, diminishes performance, or adversely affects sporting or working conditions; or
 - practical jokes or comments which cause awkwardness or embarrassment, or otherwise negatively interferes with a person's sporting or working conditions.
- For the purposes of this policy, *sexual harassment* is defined as unwelcome sexual advances, requests for sexual favours, or other suggestive verbal or physical conduct of a sexual nature when:
 - submitting to or rejecting this conduct is used as the basis for making decisions related to the individual;
 - such conduct has the purpose or the effect of interfering with an individual's sport activities or in the performance of work duties; or
 - such conduct creates an uncomfortable, intimidating, hostile, or otherwise offensive environment for the individual;
- Types of behaviour which constitute *sexual harassment* include but are not limited to:
 - leering or other suggestive or obscene comments and/or gestures;

- display or circulation of materials (emails, photos, etc.) that are obscene or sexually suggestive in nature;
- unwanted physical contact including touching, petting, pinching, kissing, or the exposure of intimate areas;
- unwelcome sexual flirtations, advances, requests, or invitations; or
- unwanted physical or sexual contact or assault.

Policies

Applicability

1. This policy applies to all OCUA members and employees, including directors, officers, volunteers, coaches and chaperones.
2. This policy applies to any *harassment* and/or *sexual harassment* that occurs during the course of OCUA business, activities, and events, regardless of the offender's relationship to OCUA.
3. For greater certainty, any person who experiences *harassment* and/or *sexual harassment* has the right to seek assistance from the Ontario Human Rights Commission even when steps are being taken under this policy.

Procedures

4. OCUA will provide a formal procedure for any individuals who bring forward complaints of *harassment* and/or *sexual harassment*. This procedure is overseen by the Executive Director.
5. The member of the Board of Directors designated as the Board Liaison will be available to OCUA employees, members and stakeholders to discuss and investigate any complaints of *harassment* and/or *sexual harassment* involving the Executive Director.

Confidentiality

6. OCUA recognizes the interests of both the complainant and the respondent in keeping complaints of harassment confidential. OCUA understands that it can be extremely difficult to come forward with a complaint of *harassment* and/or *sexual harassment* and that it can be devastating to be wrongly convicted of *harassment* and/or *sexual harassment*.
7. OCUA will not disclose to outside parties the name of the complainant, the circumstances giving rise to a complaint, or the name of the respondent unless such disclosure is required by a disciplinary or other remedial process.

Additional Responsibilities

8. The Executive Director and Board of Directors are responsible in general for the implementation and enforcement of this policy, including the following specific responsibilities:
 - a. Discouraging *harassment* and/or *sexual harassment* in all its forms;
 - b. Investigating formal complaints of *harassment* and/or *sexual harassment* in a sensitive, responsible, and timely manner;
 - c. Imposing appropriate disciplinary or corrective measures when a complaint of *harassment* and/or *sexual harassment* against an individual covered by this policy has been substantiated, regardless of the position or authority of the offender;
 - d. Providing support and advice to OCUA members and employees who experience *harassment* and/or *sexual harassment* that occurs during the course of OCUA activities even if the offender is not a person covered by this policy; and
 - e. Informing OCUA members and employees about the nature of *harassment* and *sexual harassment* and their responsibilities under this policy.
9. All OCUA members and employees are responsible for ensuring that the OCUA sport environment is free from *harassment* and *sexual harassment* by not engaging in, allowing, condoning, or ignoring behaviour contrary to this policy. Any OCUA member or employee who witnesses or is made aware of an incident of *harassment* and/or *sexual harassment* is encouraged to notify the Executive Director or the Board of Directors even if they choose not file a formal complaint.

Automatic review period

10. The OCUA Board of Directors and Executive Director will review the *Policy on Harassment* every two years to ensure it continues to advance the organization's goals.