



Harassment Policy

Policy

The Regina Coin Club (RCC) is committed to providing an environment that is free of harassment and supportive of the self-esteem and dignity of every person within the club.

The RCC's intent is to ensure there is a climate of understanding, cooperation and mutual respect. To be successful in this objective, it is important that all members of the RCC not condone or tolerate behaviour that constitutes harassment.

Scope

This policy applies to complaints of harassment that may involve adult members, directors and members of the Coinhawks (junior club of the RCC).

As the RCC's Coinhawks club members are minors, reference is made to the fact this policy will also apply. A minor or a minor's parent or guardian may file a complaint in accordance with this policy. In such an event, the complaint shall be reported to the Board of Directors, who in consultation (if needed) with legal counsel will review the necessity for reporting the complaint to the child welfare authorities or police of the jurisdiction within the area where the complaint arises.

Harassment

Harassment includes any unwelcome or objectionable, physical, visual or verbal conduct, comment or display, whether intended or unintended; that is insulting, humiliating or degrading to another person, or creates an intimidating hostile or offensive environment and/or is on the basis of race, ethnicity, language, financial ability, religion, gender or gender identity, sexual orientation, physical or mental disability, age, medical condition, marital status, or any other kind of discrimination which is prohibited by Province of Saskatchewan legislation; made by a director or member of the RCC; directed at and offensive to any member or director of the RCC, or any other individual or group that the person knew or reasonably should have known would be offended.

Examples of harassment include, but are not limited to:

- a) Threats made or perceived, that are malicious, intentional or based on any of the prohibited grounds under Human Rights Legislation.
- b) Derogatory written or verbal communication or gestures (e.g. name calling, slurs, taunting pictures or posters, bullying, graffiti), that are malicious or that relate to any of the prohibited grounds under Human Rights Legislation.
- c) Application of stereotypes or generalizations based on any of the prohibited grounds under the legislation.



Sexual Harassment

Sexual harassment means any unwelcome conduct, comment, gesture or contact of a sexual nature, whether on a one-time basis or in a continuous series of incidents that might reasonably be expected to cause offense, embarrassment or humiliation.

Examples of sexual harassment include, but are not limited to:

- a) Remarks, jokes, innuendoes or other comments regarding someone's body, appearance, physical or sexual characteristics or clothing.
- b) Displaying of sexually offensive or derogatory pictures, cartoons or other materials
- c) Persistent unwelcome or uninvited invitations or requests.
- d) Unwelcome questions or sharing of information regarding a person's sexuality, sexual activity or sexual orientation.
- e) Conduct or comments intended to create, or having the effect of creating an intimidating, hostile or offensive environment.

Location

For the purposes of this policy, any location in which directors and or member are engaged in RCC business activities necessary to perform their duties is a workplace.

Prevention:

Prevention is always the first line of defense against occurrences of harassment. All directors and members are reminded of their obligations to follow the RCC Code of Conduct Beyond this, there is a duty upon all to prevent harassment by discouraging inappropriate activities and by reporting incidents as per this policy.

Rights:

Everyone has the right to:

- a) An environment that is free from harassment
- b) File a complaint when the environment is not free from harassment
- c) Be informed of complaints made against them
- d) Obtain an investigation of the complaint without fear of embarrassment or reprisal
- e) Have a fair hearing
- f) Be kept informed throughout the process and of remedial action taken
- g) A fair appeal process for both the respondent and complainant
- h) Confidentiality to the degree possible under the circumstances
- i) Representation by a third party



Members' responsibilities:

All members are responsible for contributing to a positive environment and for identifying and discouraging comments or activities that are contrary to this policy. This includes advising people or the alleged harasser that his/her behaviour is unwelcome.

Where a situation occurs, or where a member believes a situation has occurred, he/she is obligated to report it to the Directors

Directors' responsibilities:

The Directors are expected to eliminate any aspect of the environment that is not in keeping with this policy whether or not a complaint has been made.

The Director Representative will:

- a) Advise parties of the process and legal parameters
- b) Facilitate communication between parties with a view to resolving conflict
- c) Coach parties as required
- d) Ensure that the process is followed within the prescribed time frame
- e) Arrange for investigation, mediation or expertise, as required
- f) Coordinate the follow up actions
- g) Maintain original copies of all documentation pertaining to the resolution of differences
- h) Educate members on the applicability of this policy