

Discrimination, Harassment and Bullying

CMFSC is committed to ensuring that ALL Members (employees, directors, officers, contractors, volunteers, coaches, players, parents of players and fans) have a sport environment that is free from any form of behaviour prohibited by the B.C. Human Rights Code and all other applicable Human Rights legislation.

Discrimination, Sexual Harassment and Bullying and Harassment are offensive, degrading, threatening and prohibited by law, including by the British Columbia Human Rights Code and the British Columbia Workers Compensation Act. In its most extreme forms, conduct amounting to Discrimination, Sexual Harassment or Bullying and Harassment may constitute an offence under the Criminal Code of Canada.

The sport environment includes on and off-field soccer events and soccer-related functions or travel. In addition to personal interactions, forums where such behaviours are possible includes telephone, written, email, text messages, social media and like communication systems or devices.

Discrimination, harassment and bullying creates negativity and fear that interferes with enjoyment, creates an unsafe or disrespectful environment, and disrupts the ability of sport to deliver the many positive live learnings and experiences possible.

Discrimination

Discrimination means unfair or differential treatment of an individual or group, whether intentional or unintentional, on the basis of one or more of the prohibited grounds contained in the B.C. Human Rights Code.

These grounds are: race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation or age, conviction of a criminal or summary conviction offence that is unrelated to the employment or the intended employment of that person.

Sexual Harassment

Sexual harassment is defined as unwelcome conduct that is sexual in nature that may detrimentally affect the sport environment or lead to adverse consequences for the victim of the harassment. Examples of sexual harassment include, but are not limited to:

- Verbal or cyber abuse or threats
- Unwelcome sexist remarks, jokes, innuendo or taunting
- Displaying of pornographic or other sexually offensive pictures
- Practical jokes of sexual nature that cause awkwardness or embarrassment
- Unwelcome advances, suggestions, invitations, propositions or requests
- Leering or other gestures
- Unnecessary physical contact such as touching, patting, pinching or kissing
- Sexual or physical assault (this may also be a criminal matter)
- Negative comments that are gender based

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If you have a concern about a situation or behaviour, you are encouraged to communicate this concern to the person who is creating the discomfort. If this does not resolve the situation, or you are uncomfortable, please speak directly with a CMFSC staff person and they will work with you to resolve the situation.

Bullying and Harassment

Bullying and harassment includes any inappropriate conduct or comment by a person towards an individual that the person knew or reasonably ought to have known would cause that individual to be humiliated or intimidated, but excludes any reasonable action taken by a person of authority or supervisor relating to the management and direction of employees, contractors or volunteers) within the sport environment. Generally, bullying and harassment is a behaviour that persists over time, although serious one-time incidents can also sometimes be considered bullying or harassment.

A 'person' in this context includes any individual, whether or not they are a CMFSC member or not. This means that a 'person' could be an employer, supervisor, co-worker, volunteer, member of the public, client or anyone the person comes in contact with in the sport environment.

Examples of harassment and bullying include, but are not limited to:

- Verbal aggression, yelling, threats, insults or outbursts
- Calling someone derogatory names
- Humiliating initiation practices or "hazing"
- Vandalizing personal belongings
- Spreading malicious rumours, gossip or making personal attacks based on someone's private life and/or personal traits
- Physical or verbal threats, including aggressive/threatening gestures
- Throwing an object in the direction of someone or wielding a weapon
- Sabotaging someone's work
- Sending or leaving threatening notes (including cyber-bullying)

Bullying and harassing behaviour does not include:

- Expressing differences of opinion
- Offering constructive feedback, guidance, or advice about practice, game, performance or work-related behaviour
- Reasonable action taken by a person of authority relating to the management and direction of an employee, contractor or volunteer, or the place of employment (e.g. managing performance, taking reasonable disciplinary action, assigning tasks, terminations, and the like)

Your responsibilities include:

- Not engaging in bullying or harassment
- Reporting bullying and harassment if observed or experienced
- Applying and complying with our policies and procedures on bullying and harassment

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Intent does not determine whether a behaviour is harassing or bullying. A person cannot excuse their behaviour by saying he/she did not intend to be humiliating or intimidating.

Harassment and bullying may be one incident or a series of incidents depending upon the context.

Effects of such behaviour on the environment includes reduced productivity, low morale, high absenteeism, illness/stress, increased turnover and low client satisfaction.

Process for Handling Concerns or Issues

Every CMFSC member has the right to prompt and just resolution of complaints and concerns. We promote ongoing, open communication between CMFSC members and leadership.

We believe that good communication is essential to the well-being of our organization and that questions, concerns, issues or complaints that are left unresolved, negatively impact our environment. Incidents or complaints should be reported as soon as possible after experiencing or witnessing such. This allows the incident to be investigated and addressed promptly.

1. Members should first discuss the situation with their Coach/Manager or immediate supervisor. The Coach/Manager or immediate supervisor will be most familiar with the individual and the situation. Past situations have shown that most problems can be resolved by simple examination and discussion of the facts at this stage.
2. If the situation involves the Coach/Manager or supervisor, or the member is not satisfied with the response, or, if for any reason, he/she does not wish to bring the problem to the coach/manager or supervisor's attention, he/she may present their concerns directly to the Executive Director.
3. If the situation involves the Executive Director, or the member is not satisfied with the Executive Director's response, or, if for any reason, he/she does not wish to bring the problem to the Executive Director's attention, he/she may present their concerns directly to the President or Vice President.

Members can report incidents or complaints verbally or in writing. When submitting a written complaint, please use the form provided below. When reporting verbally, the reporting contact, along with the complainant, will fill out the form.

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.

Investigation Procedures

Investigations, as required, will be conducted internally. In complex or sensitive situations, an external investigator may be recruited.

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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
- incorporate, where appropriate, any need or request from the complainant or respondent for assistance during the investigation process

Investigations will include interviews with the complainant, the alleged and any witnesses. If the complainant and the alleged agree on what happened, then CMFSC will not investigate any further, and will determine what corrective action to take, if necessary. The investigator will also review any evidence, such as emails, handwritten notes, photographs, or physical evidence like vandalized objects.

The Executive Director is responsible for ensuring sport environment investigation procedures are followed. Members are expected to cooperate with investigators and provide any details of incidents they have experienced or witnessed.

The Executive Director will conduct investigations and provide a written report with conclusions to the President and Vice President. If external investigators are retained, they will conduct investigations and provide a written report with conclusions to the President and Vice President.

The alleged and complainant will be advised of the investigation findings by the Executive Director or President or Vice President, as applicable. Following an investigation, the Executive Director will review and revise procedures to prevent any future incidents in the sport environment. Appropriate corrective actions will be taken within a reasonable time frame.

In appropriate circumstances, members may be referred to appropriate assistance program or be encouraged to seek medical advice.

CMFSC expects that members will keep written accounts of incidents to submit with any complaints. CMFSC will keep a written record of investigations, including the findings.

NOTE:

This policy will be reviewed and updated annually.

This policy will be reviewed, acknowledged and accepted by all CMFSC members. CMFSC employees, contractors and volunteers will receive training on the policy.

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Reporting Workplace Concerns or Issues

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| Name and contact information of complainant: |
| Name of the alleged party and/or concern/issue: |

Personal Statement

Please describe in as much detail as possible the incident(s), including:

- the names of the parties involved
- any witnesses to the incident(s)
- the location, date, and time of the incident(s)
- details about the incident(s) (behaviour and/or words used)
- any additional details that would help with an investigation

Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

| | |
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| Signature | Date |
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