

Athletics Canada and Athletics Nova Scotia:
Procedures and Policies for dealing with harassment.

HARASSMENT ADVISORS

20. The Board of Directors, with the assistance of the Provincial Branches, shall designate several Harassment Advisors who are conversant with the issue of harassment. The designation of these Advisors shall be done with knowledge of the need for gender balance.
21. The role of the Harassment Advisor is to serve in a neutral, unbiased capacity, to provide information about the resources and support available, and to receive simple complaints, assist in the informal resolution of complaints, and to make recommendations as to further actions.
22. The Harassment Advisors will handle those complaints which may be resolved through informal procedures, and refer all other complaints to a Harassment Officer.

HARASSMENT OFFICERS

23. The Board of Directors shall appoint at least two individuals, one male and one female, who are themselves members of Athletics Canada, to serve as Harassment Officers under this policy. If more than two Harassment Officers are appointed, Athletics Canada shall ensure a gender balance.
24. The role of the Harassment Officer is to serve in a neutral, unbiased capacity and to receive complaints, assist in informal resolution of complaints and to investigate or appoint an investigator to investigate formal written complaints. In carrying out their duties under this policy, Harassment Officer shall be directly responsible to the Board of Directors.
25. Athletics Canada shall ensure that Harassment Officers receive appropriate training and support in order to carry out their responsibilities under this policy.
26. At the discretion of the Board of Directors, a Provincial Branch may be asked to assist in this process by making the services of the Branch Harassment Officer(s) available where the alleged harassment involves a member or members of that Branch.

PROTECTION AGAINST REPRISAL

27. Reprisals or threats of reprisals are an aggravating factor in any situation involving discrimination, racism or harassment, particularly where the reprisals or threats of reprisal is from an individual with authority. Athletics Canada will protect against reprisals for, but not limited to:
 - a) having invoked this policy;
 - b) having participated or cooperated in any investigation under this policy;

- c) having been associated with an individual, who has invoked this policy, participated and/or cooperated in any investigation.

COMPLAINT PROCEDURE

Initiation of Complaint

- 28. If a Complainant thinks he or she has been subject to conduct which constitutes harassment under this policy, he or she is encouraged to make it known to the Respondent that the behavior is unwelcome, offensive, and contrary to this policy.
- 29. If confronting the Respondent is not possible, or if after confronting the Respondent the harassment continues, the Complainant should seek the advice of an Harassment Advisor.
- 30. The Harassment Advisor shall inform the Complainant of:
 - a) the options for pursuing an informal resolution of their complaint;
 - b) the right to lay a formal written complaint under this policy when an informal resolution is inappropriate or not feasible;
 - c) the availability of counseling and other resources;
 - d) the confidentiality provisions of this policy;
 - e) the right to be represented by a person of choice (including legal counsel) at any stage in the complaint process;
 - f) other avenues of recourse, including the right to file a complaint with a *Human Rights Commission* or, where appropriate, to contact the police to have them lay a formal charge under the *Criminal Code* of Canada.
- 31. Following the initial meeting between the Complainant and the Harassment Advisor, any of the following steps may be taken:

(a) The Complainant and Harassment Advisor agree that the conduct does not constitute harassment.

If this occurs, the Harassment Advisor will take no further action and will not make a written record of the complaint.

(b) The Complainant contacts the Harassment Advisor about an incident of harassment, but does not wish to submit a formal complaint.

If a Complainant contacts the Harassment Advisor about an incident of harassment but does not wish to submit a complaint, the Harassment Advisor must decide if the alleged harassment is serious enough to warrant submitting a formal written complaint, even if it is against the wishes of the Complainant. However, the Complainant's identity will not be disclosed to the Respondent without first obtaining the Complainant's written permission.

(c) The complainant chooses to pursue an informal resolution of the complaint.

The Harassment Advisor works with the parties to assist in resolving the complaint on an informal basis. If informal resolution yields a result which is acceptable to both parties, the Harassment Advisor will make a written record that a complaint was made and was resolved informally to the satisfaction of both parties, and will take no further action.

If informal resolution fails to satisfy the Complainant, the Complainant will reserve the option of submitting a formal written complaint.

(d) The Complainant decides to submit a formal written complaint.

If this occurs, the Harassment Advisor will advise the Complainant to draft a formal written complaint, to be signed by the Complainant, and will be advised that the Respondent will be given a copy of the written complaint without delay. The written complaint should set out the details of the incident(s), the names of any witness to the incident(s), and should be dated and signed.

This will be forwarded to the Harassment Officer who will then review and, if necessary, clarify the written complaint and, without delay, provide copies to both Complainant and the Respondent.