



HARASSMENT POLICY

Since its' inception, Youth Bowl Canada has aimed to provide a safe and healthy environment in which young Canadian bowlers may enjoy the sport of bowling while improving their bowling skills through YBC coaching. Such an environment must be abuse and harassment free to truly give those involved the opportunities of achievement and education that they seek through the YBC Program. Youth Bowl Canada is committed to providing such a harassment free environment for its' participants, volunteers & organizers.

The intent of this policy is to develop awareness in those involved with the YBC program, both registered YBC members as well as volunteer coaches and organizers. This policy is also a guideline for action should a situation of harassment or abuse become suspected or be brought forth. IN NO WAY DOES THIS POLICY AIM TO DISCOURAGE A PERSON FROM FILING A COMPLAINT WITH THE APPROPRIATE AUTHORITIES. Rather, this policy is put forth to assist in resolving a harassment situation regardless of whether action has been taken up with the Human Rights Commission and/or law enforcement officials, etc.

HARASSMENT

Harassment, as defined by the Human Rights Code, is "A course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome". All people should be free from offensive comments or conducts relating, but not limited to, race, ethnic origin, religion, gender, sexual preference, etc.

SEXUAL HARASSMENT

As defined by the Supreme Court of Canada, sexual harassment, in part, is "unwelcome conduct of a sexual nature that detrimentally affects the (work) environment or leads to adverse (job-related) consequences for the victim". Although sexual harassment traditionally implies improper conduct by a male towards a female, it may also include improper conduct/actions of a female towards a male, male towards a male or female towards a female.

In essence, sexual harassment may take many forms and does not necessarily involve sexual assault. Sexual harassment, for example, may include, but is not limited to, sexual or crude jokes, unwelcome discussions of personal issues such as sexual preference or sexual activity, comments relating to an individual's physical characteristics, leering or a non-mutual pursuit of a romantic relationship.

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WHAT TO DO

A third party can help to identify situations of sexual harassment by noticing some of the following victim warning signs; symptoms of stress, decline in performance, increased absenteeism and withdrawal from activities. A third party awareness of these red flags can play an important role, as quite often the victim is unable to communicate his/her situation for any one of a number of personal reasons, such as fear of not being believed, inability to be assertive, etc.

Anyone who has experienced a situation of harassment/sexual harassment is encouraged to bring forth his/her complaint regarding the alleged harasser.

- Situations of harassment, potential or active, should be brought to the attention of the YBC Program Director who, in turn, will **immediately** inform the bowling centre management.
- The Program Director and bowling centre management will jointly notify Youth Bowl Canada's Executive Director of the circumstances involved. YBC's Executive Director is located at the office of Youth Bowl Canada, 250 Shields Court, Unit 10-A, Markham, Ontario, L3R 9W7, telephone (905) 479-1560 or fax (905) 479-8613.
- The Executive Director will appoint an investigation committee comprised of one male member and one female member. The addition of further members on the investigation committee, if required, shall be gender balanced to ensure equality in gender perception.

Should any of the individuals mentioned above be implicated in the allegations, that person(s) is to be bypassed and the allegations brought up to the next person in line. Allegations must be brought forth in the **strictest of confidence**, and brought forth **as quickly as possible** to ensure an efficient and unbiased investigation.

The **INVESTIGATING COMMITTEE** is responsible to:

- Be as objective and unbiased as possible
- Do all they can to seek out the facts involved
- Document all information accordingly
- Identify and document any inconsistencies discovered
- Assess all evidence from both sides of the issue
- Present a report of all findings to the Executive Director of YBC for review
- Include recommendations in their report.

HARASSMENT POLICY...Continued

In cases where the allegations have been found to be true by the Investigating Committee, the Investigating Committee will submit its report to the YBC Executive Director for review, including the Committee's recommendations for action. Based on the information provided in the Committee's report, and after any further consultation or questioning the Executive Director feels necessary to ensure a clear understanding of events, the YBC Executive Director shall decide on a penalty which may include, but is not limited to, expulsion or suspension from involvement at any level with the Youth Bowl Canada Program and its' events.

In cases where the allegations have been found to be insufficiently verified or blatantly false, the Investigating Committee will submit its report to the YBC Executive Director for review, including the Committee's recommendations for action. Based on the information provided in the Committee's report, and after any further consultation or questioning the Executive Director feels necessary to ensure a clear understanding of events, the YBC Executive Director may decide to submit the complainant to expulsion or suspension from involvement at any level with the Youth Bowl Canada Program and its' events.

In either case, the penalized party may appeal the decision of the Executive Director to the National Chairman of Youth Bowl Canada. After reviewing the facts obtained by the Investigating Committee, and after consulting with the Executive Director and making any further inquiries the National Chairman deems necessary to ensure a clear understanding of events, the National Chairman shall offer a hearing to the appellant, either in person (costs incurred are the responsibility of the appellant), by phone or through mail or electronic correspondence. After hearing the appeal, the National Chairman shall make a final ruling based on all information available which shall be binding upon all parties involved.

POLICY SUMMARY

The intention of this policy is firstly to improve awareness of the existence of harassment and sexual harassment in today's society and hopefully educate YBC participants of the warning signs which may help identify potential situations or recognize those which are ongoing.

Secondly, this policy has been assembled to state the procedure for dealing with an allegation of harassment or sexual harassment once it has been put forth. Also, the policy is meant to make all parties involved understand the importance of dealing with **ANY** allegation in a **TIMELY AND CONFIDENTIAL MANNER** so as to ensure no further harm comes to the complainant and also to ensure that the respondent is not openly at risk of defamation of character when an allegation stands unconfirmed.