



Bullying, Harassment, and Discrimination Policy

The VCC is committed to a healthy, harassment-free environment. As such, the VCC has developed a policy to prohibit bullying, harassment, or discrimination of any type, and to deal quickly and effectively with any incident that might occur. This policy applies to all VCC employees, members and volunteers.

Definition – Bullying, Harassment, and Discrimination

Bullying (may include but is not limited to) any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated. Bullying behavior may include but is not limited to: verbal aggression or insults, calling someone derogatory names, harmful hazing or initiation practices, vandalizing personal belongings, and spreading malicious rumors.

Harassment is objectionable and unwanted behaviour that is verbally or physically abusive, vexatious or hostile, that is without reasonable justification, and that creates a hostile or intimidating environment for working, learning or living. Personal harassment may be intentional or unintentional. While personal harassment usually consists of repeated acts, a single serious incident that has a lasting harmful effect may constitute personal harassment.

Harassing behaviour includes persistent, demeaning or intimidating comments, gestures or conduct; threats to a person that is without reasonable justification, and that creates a hostile or intimidating environment for working, learning or living; threats or comments towards an individual that affects their self-esteem so as to compromise their ability to achieve work or study goals; unwarranted and excessive supervision or criticism of an individual; abuse of power, authority or position; sabotage of a person's work; hazing; spreading of malicious rumours or lies; or making malicious or vexatious complaints about a person.

The VCC also will not tolerate the display of pornographic, racist or offensive signs or images; practical jokes that result in awkwardness or embarrassment; and unwelcome invitations or requests, whether indirect or explicit.

Bullying or harassment do not include the exercise of appropriate managerial or supervisory direction, including performance management and the imposition of discipline; constructive criticism; reasonable changes to assignments or duties; correction of inappropriate behaviour; instructional techniques such as irony, conjecture, and refutation, or assigning readings or other instructional materials that advocate controversial positions; and single incidents of thoughtless, petty or foolish words or acts that cause fleeting harm.

Discrimination means any form of unequal treatment due as a result of any of the following:

- Age
- Ancestry
- Colour
- Family Status
- Marital Status
- Physical and Mental Disability
- Place of Origin
- Political Belief
- Race
- Religion
- Sex (including gender and pregnancy)
- Sexual orientation
- Unrelated criminal conviction (to their position)

Discrimination does not refer to specific physical or mental requirements to perform a specific role within the VCC. However, the VCC will not reject applications from persons with disabilities on the assumption that they cannot adequately perform a given role, but they may ask the applicant if they are able to perform the requirements of the position.

Complaint Procedure – Bullying, Harassment or Discrimination

1. Employees, volunteers, members or guests of the VCC who believe that they have been bullied, harassed or discriminated against should report the behaviour to the VCC General Manager. In cases where the General Manager is involved, a member of the Board of Directors, preferably the Chair of the Human Resources Committee should be contacted. Letters of complaint should answer the following questions:
 - a. What was said or done?
 - b. Who did it?
 - c. When and where did it happen?
 - d. Did anyone else observe or hear it?
 - e. What did you *<the complainant>* do? Was the harasser confronted? What was the response?
 - f. Has this happened before? Was the same person(s) involved? How did you *<the complainant>* handle it in the past?
 - g. To your *<the complainant>* knowledge, have others had similar experiences?
2. An Investigation Team composed of no less than three people shall be formed and led by the General Manager, unless inappropriate based on complaint. The other two members shall include one member of the Human Resources Committee and one member of the Executive Committee. The Investigation Team will ensure that all policies are administered fairly and equitably.
3. When a complaint is filed, the Investigation Team will use the following process:
 - a. Ensure that all complaints will be handled confidentially, promptly, fairly and fully investigated.
 - b. Review the allegations made in the letter of complaint.
 - c. Examine all evidence presented prior to the start of the investigation.

- d. Interview individuals who could provide insight into the Complainant's letter and ensure the following steps are taken before any interviews take place:
 - i. Preparing a list of witnesses to be interviewed.
 - ii. Compiling a list of questions to be asked of each witness.
 - iii. Finding a suitable, private environment in which to conduct the interviews for each witness.
 - iv. All interviewees will be presented with a written summary of their respective interview and be asked to sign to indicate that the summary accurately reflects the discussion that took place. Should the interviewee disagree with the summary, s/he can prepare and submit a written submission regarding the discrepancies.
 - e. The subject of the complaint should be given the opportunity to fully respond to the allegations made once all other interviews are complete and before any determination has been made.
 - i. Reassure the accused that the complaint is being dealt with in as confidential a manner as possible
 - ii. This final interview is to be solely a fact-finding session.
 - iii. No conclusions or recommendations should be stated.
 - f. Collect and consider any evidence that may assist in the investigation.
 - g. Determine if the allegations made in the complaint are substantiated or not substantiated.
 - h. Make recommendations based on the Investigation Team's findings.
 - i. After the interviews are completed, the Investigation Team will meet to summarize the interviews, analyze the results of the interviews & agree on its findings, reach conclusions based on its findings and make recommendations. Once those tasks are completed, the Investigation Team will compile the aforementioned items into a report.
 - j. This report will be presented to the complainant and the individual(s) against whom the allegations were made, as well as an in-camera presentation to the Board of Directors.
 - k. Ensure, to the maximum extent possible, that investigations protect the privacy of all parties concerned.
 - l. Monitor to prevent any retaliation from being taken.
 - m. See that the proper disciplinary action is taken against violators of policy.
4. The Sport BC Harassment Policy for Sport Organizations and WorkSafeBC's three OHS policies (sections 115, 116 and 117) shall be utilized as a supplement to the Complaint Procedure where necessary.
 5. The Vancouver Curling Club shall engage Curl BC Harassment advisors as needed.