



## Sexual Harassment & Abuse Policy

Swan City Football Club (“SCFC”) is committed to ensuring our work environment is positive, respectful and safe. Sexual harassment in any form shall not be tolerated. This policy applies to employees, players, team & game officials, members, guests, vendors, members of the public and anyone else doing business with or interacting with and its employees. Any person found to have sexually harassed another individual will face disciplinary action, up to and including termination of employment and/or suspension of privileges including attendance at games.

### **Company Commitment**

SCFC defines sexual harassment as unwelcome sexual conduct that makes a person feel offended, humiliated and/or intimidated. Sexual harassment is a form of discrimination and is prohibited under both federal and provincial human rights codes. Sexual harassment includes, but is not limited to, the following:

#### ***Physical Harassment:***

- Leering or inappropriate staring
- Invasion of personal space
- Unnecessary physical contact (touching, grabbing, hugging, kissing, etc.)

#### ***Verbal Harassment (in person/online/social media):***

- Making offensive or sexual comments about a person based on their physical appearance, gender identity, gender expression, sex or sexual orientation
- Making offensive comments about members of a specific gender or sexual orientation
- Using vulgar, sexual or gender-related humour or derogatory language (such as slurs, jokes or innuendos)
- Asking unwelcomed questions or engaging in unwelcomed conversation about sexual activities
- Spreading sexual rumours
- Using job-related threats or rewards to solicit sexual favours

#### ***Non-verbal Harassment (in person/online/social media):***

- Displaying or distributing pornographic or other sexual images, objects, jokes or sayings
- Making sexually suggestive gestures
- Whistling and/or leering

### **Where Can Sexual Harassment Take Place?**

For the purposes of this policy, the workplace or work environment refers to all workplace-related and volunteer-related activities both on the premises and off the premises, including travel, social events, training sessions or conferences. This policy applies to all permanent and temporary employees and volunteers of all levels, to those with whom SCFC conducts business and at all sites where SCFC activities take place.

### **Who Can Be a Victim of Sexual Harassment?**

Anyone can be a victim of sexual harassment, regardless of his or her sex or gender identity. Conversely, sexual harassment can be carried out by an individual regardless of his or her sex or gender identity. SCFC recognizes that sexual harassment may also occur between people of the same sex. What matters is that the sexual conduct is unwanted and unwelcome by the person against whom the conduct is directed.

### **Reporting Process and Procedures**

Employees, volunteers and members may report incidents of abuse or sexual harassment either verbally or in writing. When submitting a written complaint, the individual should use the harassment complaint form.

All incidents of sexual harassment should be reported as soon as possible after experiencing or witnessing an incident. This allows SCFC to investigate the relevant incident in a timely manner. Complaints should include as much detail as possible, including the name(s) of the individual(s) involved and a description of the incident(s), including actions and/or comments made, place(s), date(s) and time(s).

Incidents of workplace sexual harassment should be reported to the Executive Director ([ed@gpsa.ca](mailto:ed@gpsa.ca)). SCFC recognizes that sexual harassment may occur in unequal relationships (i.e., between a supervisor, coach or parent and his or her employee or player). If the employee's supervisor or reporting contact is the person engaging in the harassment, contact the Executive Director ([ed@gpsa.ca](mailto:ed@gpsa.ca)).

All incidents of abuse or sexual harassment will be kept confidential except to the extent necessary to protect workers or players, to investigate the incident and to take corrective action as required by law. Threats, attempts or actual incidents of physical or sexual assault are all criminal offences and can be reported to local authorities.

### **Investigation Process and Procedures**

All investigations will be completed in an appropriate manner and typically within 30 days of the initial complaint unless there are extenuating circumstances that require a longer investigation period.

The individual(s) conducting the investigation will:

- Ensure that the victim understands the company's procedures for dealing with the complaint.
- Ensure the investigation is kept confidential and remind each party of his or her confidentiality obligation at the beginning of the investigation.

- Interview the employee/person who experienced the abuse or sexual harassment and the alleged harasser, if the alleged harasser is employed by or a volunteer with SCFC. If the alleged harasser is not an employee or volunteer, the investigator will make reasonable efforts to interview the individual.
- Interview any relevant witnesses employed by or volunteer with SCFC and make reasonable efforts to interview witnesses not employed by or volunteer with SCFC.
- Collect and review any relevant documents and communications.
- Prepare a written report summarizing the steps taken during the investigation, the allegations of the worker, volunteer or player who allegedly experienced the abuse or sexual harassment, the response from the alleged harasser, the evidence of any witnesses and the evidence gathered. The report must set out findings of fact and a conclusion about whether workplace sexual harassment occurred.

### **Sanctions and Disciplinary Measures**

Within 10 days of the investigation being completed, the person who allegedly experienced the abuse or harassment and the alleged harasser, if he or she is an employee, volunteer, player or member of SCFC will be informed in writing of the results of the investigation and any corrective action taken or that will be taken by the employer to address the abuse or sexual harassment.

Anyone who has been found to have sexually harassed another person under the terms of this policy is liable to any of the following sanctions, depending upon the gravity and extent of the harassment:

- Verbal or written warning
- Suspension
- Dismissal
- Suspension of member privileges