



Harassment & Abuse Policy

Swan City Football Club ("SCFC") is committed to ensuring our Club environment is positive, respectful and safe. 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 SCFC and its employees. Any person found to have harassed another individual will face disciplinary action, up to and including termination of employment and/or suspension of privileges including attendance at games.

Club Commitment

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

Types of behavior that constitute harassment include, but are not limited to:

- a) Written or verbal abuse, threats, or outbursts.
- b) The display of visual material which is offensive or which a reasonable person ought to know is offensive in the circumstances.
- c) Unwelcome remarks, jokes, comments, innuendo, or taunts.
- d) Leering or other suggestive or obscene gestures.
- e) Condescending or patronizing behavior, which is intended to undermine self-esteem, diminish performance or adversely affect conditions of participation.
- f) Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance.
- g) Any form of hazing.
- h) Retaliation or threats of retaliation against an individual who reports harassment.
- i) Bullying.
- j) Offensive or intimidating phone calls, texts, voice mails or emails.
- k) Displaying/circulating offensive pictures, photos or materials in printed or electronic form.
- l) psychological abuse.
- m) Discrimination.
- n) Words, actions or an environment which is known or should reasonably be known to be offensive, embarrassing, humiliating, demeaning or intimidating; and
- o) Behaviors such as described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment.

Where Can 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 Harassment?

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

Reporting Process and Procedures

Employees, volunteers and members may report incidents of abuse or harassment in writing.

All incidents of 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) as well as the name of any witnesses who may have been present.

Incidents of harassment should be reported to the Executive Director at executive.director@swancityfc.ca. SCFC recognizes that 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 Club President directly.

All incidents of abuse or harassment will be kept confidential except to the extent necessary to protect workers, players, or members and 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 by the Executive Director, or club President as warranted, 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 club'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 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 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 the workplace or Club 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 Club to address the harassment.

Anyone who has been found to have 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