

# Canadian Pony Club Inc. Harassment Policy

## 1. STATEMENT OF POLICY

- 1.1 There will be zero tolerance of harassment in the Canadian Pony Club Inc.
- 1.2 The Canadian Pony Club Inc. is committed to providing an environment in which all individuals are treated with respect and dignity.
- 1.3 The Canadian Pony Club Inc. is committed to the education of its members in respect to harassment.
- 1.4 This policy applies to employees, directors, officers, volunteers, coaches, officials, and members (and/or their parents) of the Canadian Pony Club Inc.
- 1.5 For the purposes of this policy, harassment can occur in the following places:
  - a. at sporting events, competitions, and in training or education sessions;
  - b. at the Canadian Pony Club Inc.'s business functions, such as meetings, conferences, training sessions, and workshops;
  - c. during travel related to Canadian Pony Club Inc. business;
  - d. over the telephone; or
  - e. elsewhere if the person harassed is there as a result of their responsibilities in the Canadian Pony Club Inc..
- 1.6 Investigations under this policy shall follow the process described in the Canadian Pony Club Inc. "Procedures for Handling Breaches of the Code of Conduct".
- 1.7 Work related job performance reviews and decisions based on those reviews are not included under this policy

## 2. PREVENTION

- 2.1 The Canadian Pony Club Inc. is committed to the eradication of harassment through educational programs including information and training.

## 3. DEFINITIONS

**3.1 Abuse** : Abuse can be physical, emotional or sexual.

- **Physical Abuse** - using physical force or actions that result, or could result in injury

- **Emotional Abuse** - a pattern of hurting an individual's feelings to the point of damaging their self-respect. It includes verbal attacks on the individual, insults, humiliation, intimidation or rejection.
- **Sexual Abuse** – a sexual solicitation or advance made by a person in a position to grant or withhold a benefit or advancement to the person where the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome; or retaliation or a threat of retaliation for the rejection of a sexual solicitation or advance by a person in a position to confer or withhold a benefit or advancement to the person.

**3.2 Harassment:** Behavior including comments, conduct or gestures which is insulting, intimidating, humiliating, hurtful, malicious, degrading, or otherwise offensive to an individual or group of individuals or which creates an uncomfortable environment, or which might reasonably be expected to cause embarrassment, insecurity, discomfort, offense, or humiliation to another person or group, including, but not limited to:

- written or verbal abuse or threats;
- physical assault;
- unwelcome remarks, jokes, innuendoes, or taunting about a person's body, sexual orientation, attire, age, marital status, ethnic or racial origin, religion, etc.;
- displaying of sexually explicit, racist or other offensive or derogatory material, sexual, racial, ethnic or religious graffiti;
- practical jokes which cause awkwardness or embarrassment, endangering a person's safety or negatively affecting performance;
- hazing or initiation rites;
- leering or other suggestive obscene gestures;
- intimidation;
- condescension, paternalism, or patronizing behavior which undermines self-respect or adversely affects performance or working conditions
- conduct, comments, gestures or contact of a sexual nature that is likely to cause offense or humiliation or that might, on reasonable grounds, be perceived as placing a condition of a sexual nature on employment or any opportunity for selection, training or advancement;
- false accusations of harassment motivated by malice or mischief, and meant to cause other harm, is considered harassment;
- sexual harassment, as further described in section 3.3.

- m. acts of retaliation towards an individual making an harassment complaint as described in section 3.4

**3.3 Sexual Harassment:** One or a series of incidents involving unwelcome sexual advances, requests for sexual favours, or other verbal conduct of a sexual nature:

- a. when such conduct might reasonably be expected to cause embarrassment, insecurity, discomfort, offense, or humiliation to another person or group;
- b. when submission to such conduct is made either implicitly or explicitly a condition of employment or of qualification for any Canadian Pony Club Inc. team, privilege, or activity;
- c. when submission to or rejection of such conduct is used as a basis for any employment decision including, but not limited to, matters of promotion, raise in salary, job security, or benefits affecting the employee or any benefit of any kind which may be granted or withheld from any Canadian Pony Club Inc. member;
- d. when such conduct has the purpose or the effect of interfering with a person's work or competitive performance or creating an intimidating, hostile or offensive work or competitive environment.

**3.4 Retaliation:** Retaliation or threats involving harassment or discrimination cases are not tolerated in the Canadian Pony Club Inc. and will be treated as harassment. Retaliation constitutes the following :

- a. Acts designed to punish an individual who has reported discrimination or harassment
- b. Threats designed to dissuade an individual from reporting discrimination or harassment
- c. Acts or threats to punish an individual who has rejected sexual advances

**3.5 Discipline in Training :** Discipline is an indispensable part of high performance sport and should not be confused with discrimination or harassment. However, it is of vital importance that those in authority :

- a. set and communicate performance and training standards to all participants
- b. ensure that training involving touching or other physical contact occur in an appropriate setting and only after informed consent has been sought and received
- c. be consistent and non-harassing in taking any corrective or punitive action
- d. use non-harassing terminology; address individuals by name and avoid the use of derogatory, slang or offensive terms

#### **4. RESPONSIBILITY**

**4.1** The Canadian Pony Club Inc. Board of Directors is responsible for this policy, and the National Chair is responsible to ensure its implementation.

**4.2** The Canadian Pony Club Inc. will act quickly on any complaint of harassment with the goal of resolving the situation fairly and of preventing future occurrences, including determining and enforcing appropriate discipline, if required.

#### **5. COMPLAINT PROCEDURE**

**5.1** All complaints of violations under this Harassment Policy shall be handled under the procedures set down in the Canadian Pony Club Inc. "Procedures for Handling Breaches of the Code of Conduct". Sections of the Canadian Pony Club Inc. Code of Conduct which may be violated by a breach of this policy include but are not limited to sections 2.01(b), (c), (d), (e), (h), (k), (l), 2.02(a), 2.03(a), (c), (d), (e), and (i).

**5.2** Due to the particularly sensitive and private nature of many harassment complaints, wide distribution of evidence could in itself constitute further harassment. Therefore, care must be taken in maintaining reasonable privacy throughout the complaint process. In particular, the number of people who are given access to sensitive evidence should be kept to a minimum and Branches or Regions when considering a harassment complaint as required by Canadian Pony Club Inc. Bylaw 6.02 may be asked to do so without evidence if the alleged violation occurred outside the normal scope of their authority.

**5.3** A person who thinks he or she has been subjected to conduct which constitutes harassment under this policy (the "complainant") is encouraged to make it known to the person responsible for the conduct (the "accused") that the behavior is unwelcome, offensive, and contrary to this policy.

**5.4** If confronting the accused is not possible, or if after confronting the accused the conduct continues, the complainant should proceed as indicated in the Canadian Pony Club Inc. "Procedures for Handling Breaches of the Code of Conduct".

#### **6. REVIEW AND APPROVAL**

**6.1** This policy was approved by Canadian Pony Club Inc. Board of Directors on November 11, 2001.

**6.2** This policy shall be reviewed by Canadian Pony Club Inc. Governance Committee annually.