

## **Aldershot Tennis Club Anti-Harassment Policy**

**Effective October 1, 2017**

Aldershot Tennis Club (hereafter referred to as "ATC") is committed to the prevention and eradication of harassment at the Club in all its forms. Harassment is against the law and will not be tolerated under any circumstances.

ATC is committed to building and preserving a safe environment for its Club Members, Contracted Personnel, Volunteers and Guests of ATC. In pursuit of this goal, ATC does not condone and will not tolerate acts of harassment and / or violence.

The purpose of this policy is to prevent harassment at ATC, to communicate the rights and responsibilities to those involved in a harassment claim and to alleviate effects in the event harassment does occur.

### **Definitions:**

Harassment is defined as any interaction(s) between individuals that can be characterized as unwelcome intimidation, bullying, violence or misconduct. ATC rejects and entirely disapproves of all harassment based on the grounds of race, sex, marital status, age, sexual orientation, gender history, religious beliefs, political convictions, disability, or medical conditions. Such acts include:

- Inappropriate physical conduct
- Creating an intimidating or offensive environment
- Creating a degrading, humiliating or hostile environment
- Governing Laws & Regulations: Refer to the Canadian Human Rights Act & Canada Labour Code

Violence is defined as any interaction or acts of aggression or hostility between individuals that involve:

- causing physical injury to another person
- the utterance of threatening remarks
- creation of a reasonable fear of injury
- subjecting another individual to emotional distress
- damaging club or member property
- the possession of a firearm or other dangerous weapon while on Club premises
- harassing surveillance, such as stalking

### **Policy & Procedures**

This policy prohibits physical or verbal threats, intimidation, or violence in the Club to minimize risk of injury, or harm resulting from violence to ATC Members, Contracted Personnel and guests of the Club.

The purpose of this policy is to communicate the rights and responsibilities of those involved in a harassment claim and to alleviate the effects if harassment does occur.

- The Board of Directors is responsible for receiving, mediating and investigating harassment complaints. This includes having a thorough knowledge of the procedure, the extent of limits of their decision-making and action-taking authority and how to support those involved.
- The Board will take immediate action to resolve any situation that involves harassment or violent behavior. This includes, but is not limited to, engaging local police for assistance.
- Incidents that constitute criminal acts will be referred to local police immediately.
- Any person making a claim of harassment will be expected to follow the stated procedure for filing a claim.
- All claims are to be directed to the ATC Board of Directors for review & assessment.
- Complainants are encouraged to file a complaint immediately after an alleged incident of harassment or violent act.
- The ATC Board will review the claim and do their due diligence in rendering a decision on how to proceed.
- The individuals involved in a harassment claim will be informed of the nature of the investigation to take place (if any), by the ATC President, based on ATC Board of Directors' input.
- Disciplinary or corrective action may be taken up and include a formal warning, suspension of membership or the termination of any contractual obligations for any violations of this policy.