

Optimist Club of Oakridge Acres Inc.

Policy Number 2

Policy on the Code of Conduct of Participants in Club or Committee Activities

Date Approved:

President:

Secretary:

1. Purpose

The purpose of this policy is to provide guidance with respect to conduct at all Club or Committee activities and to express our stance against harassment and abuse.

2. Definitions

- a. Club – The Optimist Club of Oakridge Acres Inc.
- b. Committee – Any authorized and recognized committee of the Club.
- c. Participant - Any person directly or indirectly involved in an approved activity in the capacity of competitor, observer, athlete, coach, assistant coach, practice volunteer, trainer, manager, parent, official, spectator, employee, Committee Member or Club Member or any other person present or involved in the activity.
- d. Abuse – Abuse is any form of physical, emotional and/or sexual mistreatment or lack of care which causes physical injury or emotional damage to a child. A common characteristic of all forms of abuse against children and youth is an abuse of power or authority and/or breach of trust.

3. General

- a. The Club is committed to providing an environment in which all individuals are treated with respect and dignity.
- b. The Club supports a code of conduct which places the dignity, self-esteem and mutual respect of individuals foremost in its dealings with all participants in Club activities.
- c. The Club expects the behaviour of all participants to reflect this code of conduct.

- d. The Committee and the Club will strive to provide a safe environment for all our participants.
- e. The Club pledges to endeavour to ensure each activity has an environment where all participants feel safe.
- f. Each individual has the right to participate and work in an environment which promotes equal opportunity and prohibits discriminatory practices.
- g. The abuse of any individual shall not be tolerated.
- h. The Club does not accept or tolerate any course of conduct or comment consisting of words or actions that insult or cause humiliation to a person, in relation to sex, race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, age, record of offences, marital status, family status, handicap or sexual orientation whether the conduct was or was not intended to offend.

4. Harassment and Abuse

- a. In its most extreme forms, harassment can be an offence under the Criminal Code of Canada.
- b. Harassment includes an individual that is threatened, intimidated, taunted or subjected to racial, homophobic or sexist slurs.
- c. Emotional and physical abuse is an attack on an individual's self-esteem and can be psychologically damaging.
- d. Name calling, threatening, ridiculing, intimidating, isolating, hazing or ignoring an individual's personal needs are examples of emotional abuse and shall not be tolerated under any circumstances.
- e. Any purposeful attack on any participant, such as slapping, punching, kicking, hair pulling, shaking, shoving, grabbing or any other form of non-consensual physical contact can be physical abuse and is both offensive and unacceptable.
- f. Harassment is considered to have taken place if it can be shown that a reasonable person would have known that his or her behaviour was unwelcome conduct.

5. Reporting of Misconduct, Harassment or Abuse

- a. All participants are encouraged to learn to recognize and understand what constitutes misconduct, harassment and abuse.
- b. A participant or group of participants, who perceives any activity, social interaction or behaviour as a form of harassment is encouraged to directly, or with the assistance of a responsible person:
 - i. Immediately make his or her disapproval known to the harasser if it is safe to do so;
 - ii. Ask the harasser to stop the offensive behaviour;
 - iii. Keep a written record of the behaviour and any other relevant information as required; and

- iv. If the harassment continues, refer the complaint to any member of the Committee responsible for the activity.
 - c. If the harasser is a member of the Committee, another Committee member should be contacted.
 - d. If any doubt exists as to whom to contact the complaint should be referred directly to a member of the Board of Directors of the Club.
 - e. Any physical or sexual abuse shall be reported to the Children's Aid Society or to the police.
6. Receipt of a Complaint
- a. Any member of the Club or a Committee witnessing or receiving a complaint shall take immediate reasonable action that is required to stop any misconduct, harassment or abuse.
 - b. Any member of the Club or a Committee witnessing or receiving a complaint of physical or sexual abuse shall report the matter to the Children's Aid Society or to the police.
 - c. Any member of the Club or a Committee witnessing or receiving a complaint shall refer the information to the affected Committee Board at the next monthly meeting or sooner if warranted.
7. Action by the Committee Board
- a. The Committee Board of Directors, upon receiving information alleging misconduct, harassment or abuse shall:
 - i. Interview the complainant(s) and alleged harasser(s) separately;
 - ii. Document accurately and completely all information received;
 - iii. Determine if the complaint can be substantiated; and
 - iv. Maintain the confidentiality of the harassed individual and the alleged harasser and the circumstances related to the complaint, except where disclosure is necessary for purposes of investigation or taking disciplinary action.

except, that where an allegation of abuse has been referred to the Children's Aid Society or police, no interviews of the complainant(s) or harasser(s) will be undertaken prior to the approval of the Children's Aid Society or the police.
 - b. Where a complaint has been substantiated, the Committee Board of Directors shall:
 - i. Consult as required with any affiliated body to assist in determining appropriate action;
 - ii. Decide upon an appropriate disciplinary action;
 - iii. Inform all parties of the decision and action; and
 - iv. Document all information, decisions and actions.

- c. Where a complaint has not been substantiated, the Committee Board of Directors shall:
 - i. Inform all parties of the result of the investigation and deliberation; and
 - ii. Document all information, decisions and actions.
- d. The Committee Board of Directors has the authority to respond to any substantiated allegation of misconduct, harassment or abuse in any manner it deems to be appropriate up to and including suspension from or ejection from the activity.
- e. The Committee Board of Directors may report any complaint to a Police Service in addition to its obligations under this policy.
- f. The alleged harasser shall be apprised of this policy.
- g. The Committee Board of Directors shall act promptly and with integrity, while respecting the rights and dignity of those involved.