

POLICY ON HARASSMENT

Orienteering New Brunswick

Version 2

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1 INTRODUCTION

Orienteering New Brunswick acknowledges its responsibility to foster a working and learning environment free of sexual, physical and emotional harassment.

The participants, member or non-member of ONB, including Volunteers and elected officers of ONB have the right to a harassment free environment. Should the action(s) of a participant, member of ONB or non-member of ONB, Volunteer and elected officer verbally, physically or by any other method of communication result in a behaviour that is not in conformance with ONB's policies, before, during or after and organized or sanction event, that is related to such an event, will not be acceptable and such actions if reported will be investigated.

Note: ONB does not have employee(s) and should this occur the harassment policy would also apply to employee(s).

In and organized or sanction event by ONB, including clinics, any elected officers and members of ONB, Volunteers or Participants who, upon investigation, are found to have committed any form of harassment or to have filed a complaint of harassment falsely or with malicious intent will face disciplinary action. In the case of employees, the action will be up to and including discharge. In the case of Volunteers or Participants, up to and including suspension from any organized and sanction activity for a period to be determine by the disciplinary committee.

2 DEFINITIONS

C.O.F.: Canadian Orienteering Federation.

Elected member of ONB: A member of ONB, who has been elected by members of ONB, or board, to a position that carries a title and duties.

Emotional Harassment: Any vexatious conduct or a course of comment that is known or ought reasonably to be known as unwelcome.

Employee: A person who has receive remuneration for performing a task that has been authorized and approved by ONB, or affiliated club.

Member of ONB: A paid member in good standing of Orienteering New Brunswick.

Non-member of ONB: A registered participant or a person invited by ONB to provide instructions or training.

2 DEFINITIONS (Cont'd)

ONB: Orienteering New Brunswick.

Participant: An individual who has registered for an ONB organized or sanction event.

Physical Harassment: Any vexatious conduct, where an individual undergoes physical contact, that is know or ought reasonably to be known as unwelcome.

Sexual Harassment:

a) vexatious sexual conduct or a course of comment that is known or ought reasonably to be known as unwelcome,

b) A sexual solicitation or advance made by an individual where the other individual is in a position to confer a benefit on, or deny a benefit to, the individual to whom the solicitation or advance is made where the individual to whom the solicitation or advance is made where the individual who makes the solicitation or advance knows or ought reasonably to know that it is unwelcome, or

c) A reprisal or threat against an individual for rejecting a sexual solicitation or advance.

Volunteer: An individual who has either been ask to assist and excepts or has volunteered his or her time to help at an organized event or in the preparation of a planned event.

3 EMPLOYEES/ PARTICIPANTS/ VOLUNTEERS

If an employee, volunteer or participant feels that he or she has been the subject of any type of harassment; the initial onus rests upon the individual to complain about the situation. ONB recognizes the need to protect minors and youths, and for these reasons an adult, parent or guardian, will be consulted of any action that may appear un-welcomed by ONB.

The complaint procedure is outlined as follows:

- .1 The employee, participant or volunteer should attempt to make the alleged offender aware that his/her behaviour is un-welcome and offensive. In some cases, the alleged offender's behaviour will be inadvertent and an informal approach will be sufficient to bring the offensive actions to a stop.

3 EMPLOYEES/ PARTICIPANTS/ VOLUNTEERS (Cont'd)

- .2 If, despite the approach to the alleged offender, the harassment continues, the employee, participant or volunteer should, as soon as possible, lodge a verbal complaint with the Meet Director or with the President of ONB (whichever is most comfortable or appropriate for the individual).
- .3 The plaintiff should immediately after bringing the incident to the attention of the Meet Director or ONB executive, document in writing the event, including names, dates and witness, and provide the information when requested to the person responsible for initiating the investigation of the alleged offense.

4 ONB HARASSMENT PROCEDURES

The complaint will be reviewed by ONB's harassment committee to determine the appropriate course of action to be taken. Should the incident be of a serious nature, the incident may also be reported to the police.

Should the incident occur at an Orienteering event. The meet director or alternative will immediately start an investigation.

Should the incident occur at a clinic or scheduled training session. The local club President will immediately start an investigation.

ONB will initiate or investigate the complaint in consultation with at least two other members of the Executive of Orienteering New Brunswick and the investigation will be completed in a timely manner.

The incident will be investigated as promptly and discreetly as possible by the President or by his/her designate(s). In the case where the President is involved in the complaint, as an offender, witness or participant, the Past President will act in their stead, and so on. The two other members of the investigating committee, should not be witnesses or being investigated.

5 C.O.F. OMBUDSMAN SERVICE

Occasionally grievances may occur between COF and an individual or an organization. Due to personal conflicts, the above procedures may not be appropriate. In either instance, the ombudsman who sits on the Canadian Orienteering Federation Board is there to help resolve issues surrounding harassment. Contact the C.O.F. at (613) 830-1147 for the current ombudsman.

6 CONFIDENTIALITY

All complaints of sexual harassment and reports on these complaints will be kept in strict confidence, except as required to investigate and respond to the complaint.

7 ONB INITIATED INVESTIGATIONS

Orienteering New Brunswick may, of its own initiative, investigate and deal with instances of possible harassment or false malicious complaints where, based upon a pattern of complaints or information, it has reasonable grounds to suspect possible sexual harassment of false or malicious complaints involving a member of its organization.

8 GENERAL

Any allegation of harassment can be very damaging. Therefore, complaints, which are found to be false or malicious and unsubstantiated, will render the Complainant liable to discipline by ONB.

9 GUIDELINES FOR INVESTIGATORS

1. Review any written complaint submitted by the Complainant.
2. Interview separately the Complainant, Alleged Offender, witnesses and other relevant person(s).

The interview will be witnessed by at least one other member of ONB.

- .1 The interview shall be conducted unbiasedly. The investigator should listen carefully, keep an open mind and pay particular attention to:
WHO.....individuals involved (complainant, alleged offender, witness (es), etc.
WHAT...nature of the complaint (sexual advance(s), language, etc.
When....did it happen (exact date(s) and time(s) if possible.
Where...did it happen (exact location(s).
WHY.....is it harassment complaint (threatened, intimidation, hostility, etc.
HOW....did complainant respond to the alleged offender (negativity, verbally, in writing, etc.
- .2 The interview should determine if an offense was committed and, if one has, validate the information that was collected during the investigation and recommend what action should be taken.

9 GUIDELINES FOR INVESTIGATORS/ (Cont'd)

- .3 Submit the report to the President/Executive Director or the Ombudsman as deemed most appropriate.
- .4 If the complaint cannot be resolved to the satisfaction of the plaintiff, the plaintiff may report the event to the C.O.F.