

Saskatchewan Provincial Rifle Association

Harassment Policy

Effective date: July 23, 2011

The Saskatchewan Provincial Rifle Association (SPRA) acknowledges that everyone has the right to participate in a work or sport environment that promotes equal opportunities and prohibits discrimination. All people associated with the sport or work environment are to be treated with dignity and respect.

Harassment is a form of discrimination and it is against the law. Harassment is prohibited by the Canadian Charter of Rights and Freedoms, the Saskatchewan Human Rights Code and the Saskatchewan Occupational Health and Safety Act.

The SPRA is committed to providing a sport environment free of harassment on the basis of race, nationality, ethnicity, colour, religion, creed, age, gender, sexual orientation, marital status, disability, income source or pardoned conviction.

Harassment is a form of discrimination, and refers to conduct based on a prohibited ground, that creates an insulting, intimidating or humiliating environment which the perpetrator knew or ought reasonably to have known would be unwelcome.

Harassment can take many forms. It may be verbal, physical, visual or psychological. It can include but is not limited to:

- Written or verbal abuse or threat
- Display of offensive materials
- Unwelcome remarks, jokes, comments, innuendo or taunting
- Leering or other suggestive, obscene gestures
- Condescending, paternalistic or patronizing behaviour which undermines self esteem
- Practical jokes which cause awkwardness, embarrassment or endanger safety
- Unwanted physical contact
- Unwanted sexual flirtations, advances, requests or invitations
- Physical or sexual assaults
- Retaliation for having filed a complaint, or being associated with a person who has filed a complaint under this policy.

This policy applies to all employees, directors, officers, volunteers, coaches, athletes, officials and members of the SPRA. The SPRA encourages the reporting of all incidents of harassment, regardless of who may be the offender.

This applies to harassment that may occur during the course of all SPRA business, activities and events. It also applies to harassment between individuals associated with the SPRA but outside the SPRA

business, activities and events when such harassment adversely affects relationships within the SPRA's work and sport environment.

The SPRA will appoint two people to act as officers of this policy. It will consist of the Vice President, and another member chosen by the membership. There will be both a male and female officer. These names will be advertised at the clubhouse, and via newsletters. The Harassment Policy Team may request other SPRA members to join them on the team if desired. Gender balance must be maintained. The SPRA Harassment Policy Team may also hire outside advisors if they wish. The gender of outside advisors is irrelevant. The President is responsible to ensure that any actions they recommend are put in action.

To ensure freedom from bias, no member of the panel shall have a significant personal or professional relationship with the complainant or respondent.

Every member of the SPRA has a responsibility to ensure that the SPRA sport environment is free from harassment, and to encourage appropriate behaviour. If a member believes that a fellow member is experiencing harassment, they are to encourage reporting of such behaviour.

In the event that members of the SPRA Harassment Policy Team are involved in a complaint made under this policy, the SPRA President shall appoint a suitable alternate for dealing with the complaint.

Employees or members of the SPRA against whom a complaint of harassment is substantiated may be disciplined, up to and including employment dismissal or termination of membership. Retaliation against any individual for reporting a violation of this policy will not be tolerated and will be grounds for discipline, including discharge. Equally, because false accusations can have serious repercussions, the wilful misuse of this policy or making deliberate false accusations may also be grounds for dismissal or termination of membership.

The SPRA will make all efforts to ensure the privacy of the complainant and respondents involved in the case.

Complaint Procedure:

- 1) A person who experiences harassment is encouraged to make it known to the harasser that the behaviour is unwelcome, offensive and contrary to this policy. If the behaviour persists, the complainant should seek the advice of the Harassment Policy Team members.
- 2) The Harassment Policy Team will review the situation with the complainant, and offer suggestions of options, including:
 - a. An informal review of the complaint
 - b. Filing a formal complaint, when an informal resolution is inappropriate or not feasible
 - c. The confidentiality provisions of this policy
 - d. The right to representation by person of choice at any stage in complaint (this is not paid for by the SPRA)
 - e. The right to withdraw a complaint at any stage, even if the SPRA chooses to continue investigation
 - f. Other avenues of recourse, including Saskatchewan Human Rights Commission and if appropriate, the Criminal Code.
- 3) There are three possible outcomes from the initial meeting of complainant and Policy Team

- a. They agree that the conduct does not constitute harassment: no further actions will occur and no written record made.
 - b. The complainant brings evidence of harassment and chooses to pursue an informal resolution. The harassment team acts to assist the two parties negotiate a solution suitable to the complainant, and acceptable to both parties. A written record is made and no further action taken. If the informal action fails to work, the complainant reserves the option of laying a formal written complaint.
 - c. The complainant brings evidence of harassment and decided not to lay a formal written complaint. At this point the SPRA harassment team must decide if the situation is serious enough to warrant laying formal written complaint, even if it is against the wishes of the complainant.
- 4) As soon as possible, but within 21 days of receiving a written complaint, the SPRA Harassment team will submit a report to the SPRA President containing recommendations to either investigate further, or that no further action is required because the complaint is unfounded, or does not fall within the definition of harassment. A copy of this report will be provided to both the complainant and the respondent.
- 5) If the decision is to investigate further, the President shall, within 14 days, appoint three members of the SPRA to serve as a case review panel. There must be at least one female, and one male. No member of the panel shall have a significant personal or business relationship with either the complainant or respondent.
- 6) The case review panel must meet within 21 days. The complainant and respondent should each be given 14 days written notice of the meeting date, time and place. All three panel members must attend, and decision will be made by majority vote. Both parties shall be present to give evidence and answer questions. If the complainant does not appear, case is dismissed. If the respondent does not appear, the hearing will proceed.
- 7) The findings of the review panel must be presented in written form within 14 days to the SPRA President, and include a summary of relevant facts, determination as to whether the acts constitute harassment, recommended disciplinary actions against the respondent, and remedies to mitigate harm or loss, if necessary. If the panel determines the accusations are false, and found to be vexatious or retaliatory, the report shall recommend disciplinary action against the complainant. This report must also be made available to both the complainant and the respondent.
- 8) When determining appropriate disciplinary action and corrective measures, the case review panel shall consider factors such as:
 - a. The nature of the harassment
 - b. Whether it involved physical contact
 - c. Isolated incident or ongoing pattern
 - d. Nature of relationship between complainant and harasser
 - e. Age of complainant
 - f. Harasser have a history of this behaviour
 - g. Response of the harasser to charges and findings
 - h. Has the harasser retaliated, or threatened to, against the complainant
- 9) Options for disciplinary actions include, singly or in combination
 - a. Verbal apology
 - b. Written apology
 - c. Letter of reprimand from the SPRA
 - d. Referral to counselling
 - e. Removal of privileges

- f. Demotion or pay cut
 - g. Suspension without pay
 - h. Termination of employment
 - i. Expulsion of membership
- 10) If the investigation does not result in a finding of harassment, a copy of the report of the case review panel shall be placed in the file, and be kept confidential and access restricted to the President and Harassment Policy Team members.
- 11) If the investigation does find harassment, a copy of the report shall also be placed in the membership or employment file of the respondent. This shall be retained for 10 years, unless overturned or new circumstances dictate otherwise.
- 12) Both the complainant and the respondent shall have the right to appeal the decision and recommendations of the case review panel. A notice of appeal shall be filed, along with the grounds for appeal, within 14 days of the initial decision being received. Permissible grounds for appeal include:
- a. Procedure of this policy not followed
 - b. Members of panel biased
 - c. Decision was grossly unfair or unreasonable

If there is an appeal, the President, along with three new members selected by him, shall convene an appeal body. There must be at least one man and one woman. They must not be involved with either the complainant, the responder and have had no prior involvement in the case. Their findings must be presented within 10 days and the SPRA Board of Directors has the final decision on whether to uphold, reverse or modify the original review panels decisions. The decision of the appeal body is final.

Signed: _____
Doug Potter, President

Chuck Lochel, Secretary