

## Harassment Policy

The OSGA (Ontario Senior Games Association) has a zero-tolerance policy regarding any form of harassment and discrimination.

### *Definitions*

As defined by the Canadian Human Rights Commission with additions from the OSGA Board of Directors.

#### **Harassment is:**

- offending or humiliating someone physically or verbally;
- threatening or intimidating someone; or
- making unwelcome jokes or comments about someone's race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability, or pardoned conviction.

#### **Sexual Harassment is:**

- offensive or humiliation behavior that is related to a person's sex;
- behavior of a sexual nature that creates an intimidating, unwelcome, hostile, or offensive work environment; or
- behavior of a sexual nature that could reasonably be thought to put sexual conditions on a person's job or employment opportunities.

### *Policy Guidelines*

1. This policy applies to all who have any connection with the OSGA including Board members, Member Districts, employees, participants, coaches, officials, and volunteers.
2. Complaints should be made as soon as possible, but no later than within one year of the last incident of perceived harassment, unless there are circumstances that prevent the complainant from doing so.
3. Every effort will be made to resolve harassment complaints within 10 working days. President or designate will advise both parties of the reason why, if this is not possible and provide an alternate timeline.
4. Harassment may also include the refusal to accommodate a team member.
5. Any person has the right to make a complaint or enforce this policy without reprisal or threat of reprisal.
6. Where any person believes he/she is being subjected to harassment, the following actions are set out to resolve the complaint:
  - a. The concern will be expressed to the immediate official who will first determine that the concern does involve harassment and if so, issue a verbal warning to cease and desist or face further actions as set out in this policy.
  - b. Should the harassment be adjudged to be of a more severe nature, or be repeated and on-going, the complainants will be advised to prepare a formal written complaint. Copies of such will be sent to the OSGA office.

- c. Upon receiving a written complaint, it will be the responsibility of the President or designate of the OSGA to set up a panel. Members of this panel will judge this issue on the content of the written complaint form, the written or verbal response of the accused, with the intent to resolve such issues as amicably as possible.
  - d. The panel, upon reviewing the material submitted will determine action(s) to be taken. This may include but not limited to a verbal warning that the behaviour in question is offensive and against this policy, a recommendation for removal from the premises, or suspension from a position.
  - e. The panel may also rule that the complaint is without merit. If not satisfied with the ruling of the panel, the complainant may file a complaint with the Ontario Human Rights Commission.
7. The administration of this policy will be in accordance with Provincial Legislation. This being the case all proceedings of the panel will be recorded and filed in confidence with the OSGA office

### *Privacy and Confidentiality*

All parties to a harassment complaint are expected to respect the privacy and confidentiality of all other parties involved and to limit the discussion of a harassment complaint to those that need to know.

