



CAPITAL REGION FISHING CHARTERS

Sexual Harassment and Workplace Violence Policy

Capital Region Fishing Charters

Purpose

Capital Region Fishing Charters is committed to a safe, respectful, and professional environment for employees, guides, contractors, clients, and guests. Sexual harassment, harassment, intimidation, bullying, threats, and violence are not tolerated.

Scope

This policy applies to work-related settings including boats, launch sites, parking areas, vehicles, phone calls, text messages, email, social media, and in-person interactions.

Core standard

Everyone has the right to work and participate in an environment free from unwanted sexual conduct, abuse, discrimination, threats, and physical violence.

Definitions

Sexual harassment includes unwelcome sexual comments, jokes, messages, advances, repeated requests for dates after refusal, unwanted touching, or sexual comments about a person's body or appearance.

Harassment includes repeated offensive comments, bullying, yelling, intimidation, or conduct that humiliates or creates a hostile environment.

Workplace violence includes threats, attempted assault, physical assault, aggressive behaviour, or property damage intended to intimidate.

Prohibited Conduct

- Sexual harassment of any kind.
- Inappropriate touching or physical contact.
- Threats, intimidation, aggressive behaviour, or fighting.
- Discriminatory comments, slurs, or abusive language.
- Retaliation against anyone who reports a concern or participates in a review.

Responsibilities

Role	Responsibilities
Owner / Operator	Maintain a safe workplace, take complaints seriously, assess immediate risks, document incidents, and take corrective action where required.
Employees / Guides / Contractors	Act professionally, avoid inappropriate conduct, report incidents promptly, and cooperate with reviews or investigations.
Clients / Guests	Treat staff and others respectfully, follow guide direction, and avoid threatening, abusive, or inappropriate behaviour.

Reporting Procedure

Anyone affected by harassment or violence should report it as soon as possible to the owner / operator. Where possible, a report should include:

- Date, time, and location.
- Names of the people involved.
- What happened.
- Any witnesses.
- Any immediate safety concern.

Immediate danger

If there is an immediate threat, physical assault, or urgent safety concern, call **911** first and move to a safe location.

Response Procedure

- Take all complaints seriously.
- Respond as quickly as possible.
- Assess immediate safety risks.
- Document the complaint and available facts.
- Review the incident fairly and respectfully.
- Take corrective action where necessary.

Possible Corrective Action

- Verbal warning or written warning.
- Removal from the trip or worksite.
- Termination of employment or contract.
- Banning a client from future bookings.
- Contacting police or emergency services when appropriate.

Confidentiality and No Retaliation

Reports will be handled as confidentially as reasonably possible. Information will only be shared where needed to review the incident, protect safety, or meet legal obligations. No person will be punished or treated unfairly for making a good-faith report or participating in a review.

Trip-Specific Response

If harassment, threats, or violence occur during a trip, the guide may stop the activity, return to shore or the nearest safe landing, separate affected parties where possible, and contact emergency services if required.

Training and Review

This policy should be included in staff orientation, reviewed periodically, and updated when procedures or staffing change.

Owner / Operator	Signature	Date
_____	_____	_____
Employee / Worker	Signature	Date
_____	_____	_____

This is a general internal policy template and may need review against any insurer, employment, or legal requirements that apply to your business.