

Saskatoon Concert Band

Policy Manual

Draft #1

Sexual Harassment Policy

I. STATEMENT OF POLICY

This sexual harassment policy encourages the reporting of all incidents of sexual harassment experienced by any individual as a result of his or her membership and participation with the SCB. In return, the SCB is committed to promoting equality in the organization by taking all reasonable measures to prevent such incidents and to deal promptly and fairly with any reports of sexual harassment in a confidential and discreet manner. Where allegations of sexual harassment are substantiated, the offender will be sanctioned in strict accordance with this policy, regardless of his or her status in the SCB.

This policy does not preclude the reporting of sexual harassment complaints to the Saskatchewan Human Rights Commission, or if the matter is perceived to be of a criminal nature, to the police.

II. DEFINING SEXUAL HARASSMENT

A. Who does this Policy Cover?

This policy prohibits any act of sexual harassment related to SCB activities by any member or employee of the SCB, including any member, board member, or band conductor.

B. Where does the Policy Apply?

The prohibition against sexual harassment includes conduct at rehearsals, performances, board meetings, social events, fundraising activities, or during shared transportation to or from such events. Sexual harassment through indirect methods of communication such as telephone calls or in writing is also covered by this policy.

C. What is Sexual Harassment?

Sexual harassment is defined as any unwanted sexual advance, requests for sexual favours, or other verbal or physical conduct of a sexual nature or which is demeaning to a person because of his or her gender. These actions are considered harassment when the conduct creates an intimidating, hostile or offensive environment. Examples of sexually harassing behavior include, but are not limited to:

- displays of sexually suggestive posters, graffiti or objects.
- unwanted comments of a sexual or sexually suggestive nature about a person's body, or about his or her sexuality.
- unwanted touching, pinching, or fondling.
- sexually suggestive or obscene gestures.
- leering
- persistent unwanted attention or requests of a sexual nature after a consensual relationship has ended.

derogatory toward a person because of gender which are either obviously offensive or continue after the speaker is informed that those comments have caused offense.

D. Consensual Relationships

Fraternization or consensual social relationships are not examples of sexual harassment.

III. RESPONSIBILITIES

A. Responsibilities of SCB

The SCB will publicize this policy to all SCB members and employees and advise them of the relief available through the SCB's internal policy.

The SCB will provide complainants the choice of an advisor who will receive complaints, inform complainants of the various form for complaints, communicate with alleged offenders, record the complaint, mediate a mutually agreeable solution, if possible, and report the outcome as well as serving as a liaison to the Board and music directors of the SCB. The names of potential advisors and their phone numbers will be publicly displayed along with the policy, and this list will be updated by the Board when necessary (e.g. after elections, etc.).

In the event a mediated solution is not reached, the SCB will (if desired by the complainant) provide a panel of volunteer investigators who will investigate a formal complaint and, if needed, determine disciplinary action by the SCB.

The SCB will provide a complaints procedure that will be confidential and discreet to the greatest extent possible, and will maintain a record of all reports of sexual harassment, the procedure taken to deal with each incident, and the sanction imposed. This record will be kept in a locked filing cabinet and only current advisors will have access to those files.

The SCB will impose an appropriate sanction for every substantiated charge of sexual harassment regardless of the status of the offender with the SCB.

Retaliation against victims of harassment, advisors, or investigators will not be permitted under any circumstances. Complainants will be promptly notified of the resolution of the complaint.

B. Responsibilities of Members

The SCB encourages all members who feel they have been sexually harassed to report any such harassment to the advisor of their choice, and the SCB encourages all members to report any sexual harassment of which they are aware to the advisor of their choice in any case where it appears that the victim's omission to report it is not the result of a free and voluntary choice on the victim's part. The SCB reiterates its commitment to deal with such information confidentially to the greatest extent possible.

Every member of the SCB is responsible for keeping his or her own behavior free from sexual

harassment. When possible, a member who experiences sexual harassment has a responsibility to bring behavior of a sexual harassing nature to the attention of the offender.

On occasion, sexual harassment can be dealt with by the complainant directly and informally by confronting the accused with a clear message that the attention or action is unwanted. However, the SCB recognizes that there may be other factors that make a confrontation awkward or impossible. Although informal resolution is encouraged where possible, confrontation is not a prerequisite to making a sexual harassment complaint under this policy.

IV. PROCEDURE

A. Complaints

1. Reporting of Complaints

Complainants are urged to report any sexual harassment promptly after it occurs.

However, because the SCB recognizes the emotional impact of sexual harassment on a victim of such behavior, delays in reporting will not automatically preclude the SCB from taking action in a given situation.

2. Role of Advisor

Complaints may be brought to any one of the designated advisors. Such a report, when made orally, should be reduced to writing in the form of Appendix "A" and signed by the complainant. The advisor is to be selected by the complainant from the following:

- 1.) The president of the SCB board of directors, or
- 2.) The vice-president of the SCB board of directors, or
- 3.) The conductor of the Concert Band, or
- 4.) The conductor of the Auxiliary Band.

After discussions with the complainant, the advisor will attempt to mediate a resolution to the problem that is acceptable to both the complainant and accused. Because such cases can be the result of misunderstanding between the parties, it is strongly advised that the the complainant and the accused (with the mediation of the advisor) attempt to resolve the problem informally before a formal complaint is undertaken. To this end, the advisor should meet with accused to facilitate a mutually agreeable solution. If the parties reach a settlement, the settlement must be reported to the SCB Board.

Where no resolution is achieved through mediation, the advisor will assist the complainant in setting out the complaint in clear and concise written form, to be referred to below as the "formal complaint".

B. Investigation

1. Steps in Investigation Process

Once a formal complaint is made, the investigation will be conducted in a confidential and discreet manner as far as is possible without hampering the investigation.

A gender-diverse investigative panel of three SCB members with representation of both the Concert and Auxiliary Bands will investigate the formal complaint and determine what disciplinary action will be taken by SCB. The procedure for the selection of SCB members who comprise the investigative panel will be as follows:

1. Once a formal complaint has been received by the SCB, the President will make available a list of current SCB members to both the accused and the complainant.
2. The accused and the complainant will each select one member of the investigative panel from the list of current SCB members.
3. The two members of the investigative panel chosen by the accused and complainant will then choose a third member for the panel, and this choice will ensure that the panel membership is gender-diverse and that both bands are represented. If there is no agreement on the choice of the third member, the President will be notified and will choose the third member of the investigative panel.

Deliberations by the investigative panel will be confidential, and a final determination by the panel will be conducted by majority vote. The Investigative panel will keep the case advisor informed at all stages of the investigation and resolution, and the advisor will keep the complainant, accused, and the SCB board informed of the progress of the panel's deliberations and its determinations. At all times throughout the investigation, the accused and/or complainant may have legal counsel as their representative.

Necessary steps in conducting an investigation of a formal complaint include:

- providing the accused with a copy of the written complaint.
- providing disclosure of the nature of the complaint to the accused and inviting the accused to provide a response.
- interviewing all witnesses and obtaining such evidence that is relevant to the complaint.
- reviewing the investigation findings with the complainant and the accused and receiving any further information.

2. Upon completion of the investigation, the advisor should immediately report the findings of the investigation to the SCB Board of directors.

C. Resolution

The SCB Board of Directors will inform both the complainant and the accused of the findings and determinations of the investigative panel as soon as the investigation is concluded.

1. Sanctions

Where a charge of sexual harassment is substantiated, the SCB will act fairly in imposing an appropriate

sanction as determined by majority vote of the investigative panel. The findings and determinations of the panel will take one of three forms:

a.) There is no finding that sexual harassment has occurred, and the matter is considered closed.

b.) A finding that the facts support the allegation of sexual harassment, and the membership in the SCB of the harasser is to be immediately terminated.

c.) A finding that the facts support the allegation of sexual harassment, but the termination of the harasser's membership is suspended pending some restorative measure (such as a formal apology, etc.) as determined by the investigative panel. The investigative panel may take the wishes of the victim and/or the seriousness of the circumstances into consideration when prescribing further action from the harasser under this option. If the harasser does not cooperate with the sanctions recommended by the panel, the harasser's membership is to be immediately terminated, as per b.) above.

The advisor in any case is to inform the complainant, the accused, and the SCB Board of the panel's determination in the case.

2. False Accusations

If the investigation reveals evidence that the complainant falsely accused another of sexual harassment, the investigative panel will stipulate a sanction to apply to the complainant, which shall be in the form of a finding under either (b) or (c) of the immediately preceding paragraph.

D. Retaliation

Any act of retaliation against a person using this policy in good faith to report an incident of sexual harassment, or a person who is assisting in an investigation of an incident of sexual harassment under this policy is inappropriate and will result in termination of that member's membership.

E. Maintaining a Written Record

The SCB shall maintain a written record of each complaint and how it was investigated and resolved. Records will be maintained in a confidential manner.

F. Conclusion

The SCB has developed the policy to ensure its members can participate in the activities of the bands in an environment free from sexual harassment.

Approved by the Board

Jan 16, 2013

Instrument Usage Policy

The Saskatoon Concert Band loans instruments to band members in good condition at no cost, the expectation is that the band member will return the instrument in the same working condition to SCB Inc on conclusion of the use period.

Approved by the board

July 27, 2023

Rental Policy and Rates

John H. Schoen Rehearsal Hall

Rental Rate Policy for Single-Use Rentals****

Definitions:

Facility: John H. Schoen Rehearsal Hall

Board: Board of Directors of Saskatoon Concert Band, Inc.

Member: Any musician involved in Saskatoon Concert Band or Saskatoon Concert Band Auxiliary who has paid their fees in full for the current concert season.

School: Any non-commercially operated school whose educator asserts an intention to use the facility for the purpose of teaching and/or promoting music education or performance.

Public: All groups otherwise not included in the above definitions whose intention is to use the facility for the purpose of teaching and/or promoting music education or performance.

Rentals include the use of music stands, chairs, podium, conductor chair, and percussion instruments (excluding smaller percussion instruments, sticks, and mallets).

Proposed Rates			
	Hourly rate	Half day (3 hrs)	Full day (up to 8 hrs)
Member	Tiered rates*	Tiered rates*	\$200
School		\$250**	\$375***
Public		\$250	\$475***

*Tiered rates depending on group size: 1-10 persons (\$20.00/hr); 10-25 persons (\$25.00/hr); >25 persons (\$50.00/hr).

**School groups are given a \$50 discount for a half-day rental, so a 3-hr rental is reduced to \$200.

***Includes a cleaning fee of \$75.00.

Groups of members may use the facility for practice purposes without paying fees. One member must take responsibility for arranging access to the hall (outdoor key and security code). It is also understood that groups paying rental fees take precedence for booking the facility.

If an activity of members requires multiple bookings, rental fees will be based on the member rates in this policy.

For one-time workshops involving band members and guest musicians, the Board will consider waiving user fees as a component of event sponsorship.

All rates for single-use rentals are subject to change without notice unless a formal agreement or payment has already been received prior to rental.

All rentals are subject to availability of the facility.

Non-member requests to rent the facility shall be made via the application form on the Saskatoon Concert Band website. Requests will be vetted and approved by the Rehearsal Hall Committee. Rate will be payable in advance of the use of the facility.

Member requests to rent the facility shall take the form of an email to the Chair of the Rehearsal Hall Committee detailing the purpose of the rental and proposed date(s) and time. Requests will be vetted and approved by the Rehearsal Hall Committee.

Renters are responsible for returning the rehearsal set-up (chairs, stands, percussion) to its original state after each use of the facility.

Approved rental bookings shall be entered into the calendar on the website of the Saskatoon Concert Band.

Rentals can be terminated immediately without notice or prejudice if the facility or its contents have been used inappropriately as determined by the Board.

**** Please note: Any previous agreement negotiated is independent of these rates as per the signed contract.

Approved by the SCB Board: January 26, 2023

