



SNOW VALLEY RACING ASSOCIATION
PO Box 21100 Edmonton AB T6R 2V4
www.snowvalleyracing.ca 780.434.3563

Harassment and Abuse Policy

1. Purpose

The Snow Valley Racing Association (SVR) is committed to the prevention of harassment and abuse within its employment practices. As such, SVR will work to uphold this principle in the development and delivery of its core services, and its employment practices.

2. Scope

This policy applies to all employees of SVR regardless of tenure.

3. Responsibilities

The communication and interpretation of this policy and procedure is the responsibility of the Program Director and Board of Directors. All employees are responsible for keeping the work environment free of harassment. Any employee, who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, is encouraged to report it to the Program Director or a member of the Board of Directors of the Association. When the Association becomes aware that harassment might exist, it is obligated to maintain the utmost confidentiality and to review the information presented and to take prompt and appropriate action.

4. Managerial Duties

Nothing in this policy will limit the abilities of Program Director and managers to complete their duties provided they perform them in a respectful, professional manner in good faith. The exercise of supervisorial/managerial authority could include:

- (a) Supervising employees, including setting out their performance expectations and providing feedback (both positive and constructive) about their work performance.
- (b) Taking measures to correct performance.
- (c) As necessary, taking disciplinary action.
- (d) Assigning work to employees and directing to them how and when it should be done.
- (e) Requesting updates or reports on the progress of the work.
- (f) Managing time off requests, including either approving or denying requests.
- (g) Where necessary, asking for medical documentation to support work absence(s).

6. The following definitions apply to this policy:

- **“Bullying”** means repeated incidents of behavior that are intended to intimidate, offend, degrade or humiliate a particular person or group of people. Examples of bullying include but are not limited to intimidation, threatening abuse, yelling, or using profanity, constant and persistent criticism, isolating workers, excluding workers, intrusion on a worker’s privacy by spying or stalking, and either withholding necessary information or purposefully giving out wrong information.



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- **“General Harassment”** means any offensive behavior related to any grounds prohibited by Human Rights legislation engaged in by someone who knows, or ought to reasonably know, that the comment or conduct is unwelcome. Harassment can be physical, verbal, or visual in nature (i.e., facial or body expressions). It is targeted at a person or group of people because of race, religion, colour, sexual orientation, or any other prohibited grounds.
- **“Psychological Harassment”** means the vexatious (humiliating or abusive) behavior that manifests itself in the form of conduct, verbal comments, actions, or gestures characterized by the following four criteria:
 - They are repetitive.
 - They are hostile or unwanted.
 - They affect the person’s dignity or psychological integrity.
 - They result in a harmful work environment.
- Psychological Harassment must not be confused with the normal exercise of the employer’s management rights - to assign tasks, to do follow-up, to control tightly the work of an employee whose output is unsatisfactory, and to reprimand or impose disciplinary sanctions. Insofar as the employer does not exercise these rights in an arbitrary, abusive, or discriminatory manner or outside the normal conditions of employment, management’s actions do NOT constitute Psychological Harassment.
- **“Sexual Harassment”** means a specific type of workplace harassment and is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature engaged in by someone who knows, or ought to reasonably know, that the comment or conduct is unwelcome.
- **“Workplace”** means any location where an SVR employee is, or is likely to be, engaged in any occupational duties. Workplace, in the context of this policy includes but is not limited to:
 - All areas of the actual work site whether in person or by video conferencing platform.
 - The locations of work-related social or promotional functions.
 - Any location, whether in person or by video conferencing, where interactions may be reasonably viewed as relating to the work environment or working relationships.
 - All social media platforms, including but not limited to Facebook, Youtube, Twitter, Instagram, and TikTok.
 - All chat and messaging platforms, including but not limited to Zoom, Microsoft Teams and WhatsApp.
 - Work-related conferences or training sessions, whether in person or by video conferencing.
- **“Workplace Harassment”** means any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to a worker, or adversely affects the worker’s health and safety, and includes:



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- Conduct, comment, bullying or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation; and
 - A sexual solicitation or advance;
- But excludes any reasonable conduct of an employer or supervisor in respect of the management of workers or a work site.
- **“Workplace Violence,”** whether at a work site or work-related, means the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm, and includes domestic or sexual violence; It can include:
 - Physical attack or aggression.
 - Threatening behaviour.
 - Verbal or written threats.
 - Domestic violence.
 - Sexual violence.

This Policy also applies to any other ground of harassment prohibited by applicable law. It is not just the conduct itself that makes certain behaviour inappropriate, but the context or way in which it is delivered or its repetitive nature. This conduct makes the environment around the individual cold, hostile or alienating or as some human rights legislation and case law state; the environment is “chilly” or “poisoned”. Any behaviour, which contributes to, supports or condones such an environment, is harassing.

7. Emergency Procedures

If you require immediate assistance following an act of violence, are being threatened, or consider yourself to be in imminent danger, contact the police/emergency services immediately by dialing “911” and follow department/facility emergency response procedures (where relevant).

If you are unable to phone 911 right away, you should:

- Yell for help.
- If in a vehicle, honk the horn repeatedly, turn on hazard lights and lock all vehicle doors.
- If possible, use the vehicle’s emergency alarm.
- Immediately move to a safe location.
- Contact a manager/supervisor.

8. Informal Complaint Procedure

A person who thinks he or she has been subjected to conduct which constitutes harassment under this Policy (the “Complainant”) is encouraged to make it known to the person responsible for the conduct (the “Respondent”) that the behaviour is unwelcome, offensive and contrary to this Policy.



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If the employee is not comfortable doing so, or if the conduct persists, the Complainant should seek the advice of the Program Director or a member of the Board of Directors of the Association.

At the initial meeting between the Complainant and the Program Director or a member of the Board of Directors of the Association, the Complainant will be informed of the following:

- The option to pursue an informal resolution of the complaint;
- or the right to lay a formal written complaint under this Policy when an informal resolution is inappropriate or not feasible;
- The confidentiality procedure, as required by law;
- The right to be represented by a person of choice, including legal counsel, at any stage in the complaint process at the individual's own expense;
- Information gathered from alleged harassment complaints and those settled informally or formally will be filed at the SVR office
- The right to withdraw from any further action in connection with the complaint at any stage.

9. Formal Complaint Procedure

At SVR, complaints regarding harassment or violence may be brought forward to the:

- Program Director; or
- Alpine Chair
- An alternate report may be made to another member of the SVR Board of Directors if either of the above are the alleged harasser(s).

Employees must:

- Fill out an incident report
- Participate as required in internal and external investigations concerning incidents of workplace harassment or violence.

Immediately upon receipt of a complaint, an investigation by the Resolution Committee will begin, and additional information and context will be sought. The investigation may include:

- A review of the details of the incident;
- Separate interview(s) with the parties involved and any witnesses;
- Examination of any relevant documents, emails, notes, photographs, or video;
- A decision about whether the complaint constitutes workplace harassment; and
- The preparation of a report which summarizes the incident, the steps of the investigation, the evidence collected, and any findings.

The employee who disclosed the complaint, as well as the alleged harasser (provided they are both employees of SVR), will be kept up to date on the investigation and will be notified of the results of the investigation and any subsequent actions to be taken. Investigation reports will be retained by the company for a minimum of 2 years.

If you feel your SVR has not taken appropriate action to protect you a complaint can be made to the Alberta Human Rights and Citizenship Commission, www.albertahumanrights.ab.ca or 780-427-7661.



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You must do this within one year of the event. It is against the law for your employer to take action against you if you make your complaint in good faith.

10. Resolution Committee Structure

- Program Director
- Alpine Chair
- Staff member of Complainants' choice
- Other board member if the Program Director or Alpine Chair is involved in the complaint.

11. Confidentiality During and After the Investigation

SVR will ensure that it protects the privacy of any persons involved in:

- An occurrence; and/or
- The resolution process for an occurrence.

SVR will ensure that information and documents regarding a complaint or incident will not be disclosed except to the extent necessary to protect workers, to investigate the complaint or incident, to take corrective action or as otherwise required by law.

All parties involved in a workplace violence complaint, including Complainants, Respondents, witnesses, management, and support persons are expected to treat the matter and any information they become aware of as confidential. No party shall discuss the matter or associated details with other employees or witnesses. An employee may face disciplinary action if it is determined that they have failed to adhere to these confidentiality expectations.

All investigation notes and full reports will be retained in a separate file and are not to be saved in employee personnel files. Investigation outcome letters and disciplinary action will be saved in applicable employee files only when the complaint has been verified and is found to be in breach of this policy.

11. Breaches of Policy

Any employee who is found to have breached this policy by engaging in violence or a form of reprisal; who breaches confidentiality expectations; fails to cooperate with an investigation; makes a complaint in bad faith or supplies falsified information will be subject to appropriate disciplinary action.

Disciplinary action may range from training, counselling, written warning, suspension, reallocation of work assignments or responsibilities, and termination of employment, depending on individual circumstances. Additionally, the organization may pursue criminal charges where warranted.

12. Review and Update of this Policy and Procedures

This policy will be reviewed as necessary to properly protect employees from the risk of violence or harassment. This policy and program will be reviewed after any harassment or violence incidents to determine if changes are necessary.

13. Training on Violence and Harassment

Employees will receive instruction and training on the contents of this policy and the procedures contained within for complaints and investigations.