

Carleton Place Canoe Club Anti-Bullying and Harassment Policy

CPCC adheres to a strict no bullying or harassment policy for all of its members, coaching staff, management and board of directors. The following provides a definition of terms for bullying and harassment:

Bullying – Defined as an act of repeated, health-harming mistreatment, verbal abuse, or conduct which is threatening, humiliating, intimidating, or sabotage that interferes with work or some combination of the three in order to intentionally hurt another person, physically or mentally (Besag,1989).

Harassment – Behaviour that is hostile in nature, and/or intends to degrade an individual based on personal attributes, including age, race, nationality, disability, family status, religion, gender, sexual orientation, gender expression, gender identity and/or any other Human Rights protected grounds. Any actions that create a hostile, intimidating or offensive workplace. This may include physical, verbal, written, graphic, or electronic means. Any threats of physical violence that endangers the health and safety of employee, member, etc. as defined in the Scope above.

The following procedure will be adhered to:

1. Step One – Self Directed Action

Where the person is confident and comfortable doing so, they are encouraged to communicate disapproval in clear terms to the person(s) whose comments or conduct is offensive to attempt to resolve their concerns by direct communication with the person(s) engaging in the unwelcome conduct.

2. Step Two – Intervention and Staff Support

If anyone is not confident or comfortable with Step One and/or if unwelcome conduct persists, they are encouraged to report these matters to any of the following (as applicable); the Head Coach, Assistant Coach or Coaching Staff. All complaints shall be taken seriously, and investigated appropriately. Anyone that submits a report or complaint of harassment or bullying shall not be subject to any form of reprisal or retaliation as a result of the complaint.

3. Step Three – Formal Complaint

A complainant must file a complaint of bullying or harassment within three (3) weeks of the alleged incident either by email or by formal letter. The Carleton Place Canoe Club recognizes there may be extenuating circumstances that may prevent a formal complaint from being made within this time frame. Individual needs and special circumstances will be taken into account, but in doing so, the Carleton Place Canoe Club will balance these against its obligations under this policy and the law.

Formal complaints shall be investigated by no less than three (3) members of the Board of Directors of the Carleton Place Canoe Club. The investigation process shall involve interviews of the complainant, the respondent, and any witnesses named by either. At any interview, or proceeding related to a formal complaint, complainants and respondents may have present, his or her legal counsel, and/or a support person, such as friend, relative or partner. If either the complainant or respondent is a minor then a parent, guardian or representative must be present.



If it appears to the Investigating Committee that the subject matter of a concern or complaint is trivial, frivolous or made in bad faith, the Committee may, in its discretion, decide not to deal with the complaint. Any person who is found to make a complaint in bad faith may be subject to disciplinary action.

Within fourteen (14) working days of the incident or notice thereof, a report from the Investigating Committee shall conduct its investigation and submit its findings to the Carleton Place Canoe Club Board of Directors along with any recommendations. In the event the report cannot be completed within fourteen (14) days, a letter indicating an extension will be issued with an expected closure date.

The Carleton Place Canoe Club recognizes the importance of strict confidentiality of anyone expressing concerns of discriminatory or harassing behaviour. The Carleton Place Canoe Club Board of Directors reserves the right to disclose information in cases that involve imminent danger, and/or where required by law.

The Carleton Place Canoe Club is committed to fair and equitable treatment for all employees, members, associate members, volunteers and athletes. Therefore, this policy has been established for fair, orderly, and prompt resolution of work-related problems.

Appeal Process

If the aggrieved or respondent have worked with the process and feel that it has failed at some point, or that the corrective action is not consistent with the incident(s) that led to the original complaint, an appeal process is in place. The appeal must be submitted in writing to the administrator who will ensure that the appeal is processed.

Disciplinary Actions

If the findings of the investigation indicate that a violation of the anti-bullying / harassment policy has occurred, immediate and appropriate corrective and/or disciplinary action, up to and including dismissal, shall be administered. Corrective actions shall be proportional to the seriousness or repetitiveness of the offense (an oral or written warning, training or counselling, monitoring the harasser, suspension, or dismissal may all be appropriate).