

Field Art Sexual Harassment Policy

Zero-Tolerance for Sexual Harassment

Fieldart Soccer Association ("Field Art") does not tolerate any sexual harassment by its staff, volunteers, players, or supporters. If observed, employees, parents, athletes and volunteers shall immediately act to ask the person to stop such behavior and report such behavior to their respective supervisors, Field Art's Operations Manager or Technical Director. This policy and the Discipline and Ethics Policy are applied to any allegation of sexual harassment made in connection with a Field Art activity.

Field Art has a responsibility to play a part in ensuring that BC Soccer sport environment is free from harassment behaviours as defined under Section 2 – Definition of Harassment and Section 3 – Definition of Sexual Harassment of the Harassment Policy published by BC Soccer Association revised on March 4, 2010 ("BC Soccer Harassment Policy"). Field Art will not engage in, allowing, conditioning or ignoring behaviour contrary to the BC Soccer Harassment Policy.

Scope of Policy

This policy applies to Field Art's members, employees, volunteers, parents, and athletes.

Behaviours that Constitute Sexual Harassment

Sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature. Types of behaviour that constitute sexual harassment include, and the behaviours defined under Section 3 – Definition of Sexual Harassment of the BC Soccer Harassment Policy but are not limited to:

- Sexist jokes
- Display of sexually offensive material
- Sexually degrading words used to describe a person
- Inquiries or comments about a person's sex life
- Unwelcome sexual flirtations, advances, or propositions
- Persistent unwanted contact

Any allegation of sexual harassment, sexual abuse or sexual violence will be immediately reported by Field Art to the police.

Investigations and Disciplinary Actions

- 1) Field Art will appoint a Harassment Advisors to serve as initial contact for all formal and informal complaints of harassment and abuse. In carrying out their duties, the Harassment Advisor shall be directly responsible to Field Art. The Harassment Advisor may work collaboratively with other resourceful people on an as-needed basis.
- 2) Field Art will appoint Harassment Investigator(s) to receive harassment complaints from the Harassment Advisor and complete a comprehensive investigation. In conducting the investigation, the Harassment Investigator may, at their discretion, delegate duties.
- 3) A Field Art member, volunteer or employee (hereinafter referred to as the "Complainants") who experiences harassment by another Field Art member, volunteer or employee (hereinafter referred to as the "Respondent") should make it known to the Respondent that the behaviour is not welcome.
- 4) If informing the Respondent is not possible, or if after informing the Respondent the behaviour continues, the Complainants should seek the assistance of the designated Harassment Advisor.
- 5) The role of the Harassment Advisor is to: i) receive complaints; ii) provide information on Field Art's harassment and abuse policy; iii) provide information on the complaint procedure; iv) inform the complainant of their options, including seeking legal advice; v) advise the Complainant that they have the right to be represented by a person of choice at any stage of the complaint procedure; vi) conduct the initial interview with the Complainant in order to determine next steps; vii) conduct the initial interview with the Respondent, if required; suggest and undertake informal resolution to a complaint viii) if determined that an informal resolution is not viable, should refer to the designated Harassment Investigator, or to the RCMP/local police detachment in the case of abuse or assault, ix) follow up on all complaints; x) file a written report to the board of directors of Field Art.
- 6) If the Complainant and the Harassment Advisor consent that the behaviour does not constitute harassment, the Harassment Advisor will take no further action.
- 7) If the Complainant wishes to pursue an informal resolution to the complaint, the Harassment Advisor will assist the Complainant and Respondent to negotiate a solution. If appropriate, the Harassment Advisor may seek the assistance of a professional mediator/arbitrator.
- 8) If the informal resolution is successful, the Harassment Advisor shall make a written record that the complaint was made and was resolved informally, and

will take no further action.

- 9) If at any time during the informal resolution, the Complainant is not satisfied with the process, they may file a formal complaint.
- 10) If the Complainant wishes to file a formal complaint, the Complainant shall forward a written complaint to the Harassment Advisor.
- 11) The Harassment Advisor will forward a copy of the complaint to the designated Harassment Investigator.
- 12) The role of the Harassment Investigator is to investigate complaints by carrying out detailed interviews with the Complainant. Respondent, witnesses and any other individuals who may be involved.
- 13) The Harassment Investigator shall submit a written report of the findings of the investigation to the designated Disciplinary Committee within 30 days. A copy of the report must also be provided to both the Complainant and the Respondent. The report shall contain all documentation filed by both parties along with the Harassment Investigator's recommendations. Examples of recommendations include: a) verbal apology; b) written apology; c) letter of reprimand from Field Art; d) removal of certain privileges of membership or employment; e) temporary suspension; f) termination or expulsion from membership. g) The Disciplinary Committee members need to be unbiased, without personal or professional involvement with either the Complainant or Respondent, and without prior involvement with the complaint being resolved shall be appointed annually by the chairman of the board of directors.
- 14) The Disciplinary Committee shall determine the action to be taken in the harassment complaint. The Disciplinary Committee may accept or reject some or all of the recommendations of the Harassment Investigator.
- 15) In making its decision, the Discipline Committee may refer to the Codes of Conduct of Field Art specifically related to prevention of harassment and abuse. The Disciplinary Committee shall impose disciplinary or corrective actions in a fair and timely manner. There shall be no tolerance of reprisals taken against any party to a complaint. The names of parties and the circumstances of the complaint shall be kept confidential except where disclosure is necessary for the purposes of investigation or taking disciplinary actions.

Verdict of the harassment investigation

- a. If a member is required to pay fees for participating and, because of harassing conduct, drops out of a program, the participant may be entitled to a refund of such fees.

- b. Field Art or their Members deemed at fault following an Investigation and review of the Disciplinary Committee will be responsible for all costs of the investigation.

Appeal Procedures

Both the Complainant and the Respondent may appeal the Disciplinary Committee's decision. The notice of appeal must be filed within 14 days after receiving the Disciplinary Committee's decision. The grounds for appeal include: a) did not follow policy; b) bias; c) decision was unfair or unreasonable.

Confidentiality

After the process for a complaint is completed, the Harassment Advisor will provide a written report to Field Art. If investigation does not result in finding of harassment, the written report will be kept in a secure location and access will be restricted to the Harassment Advisor and the Board of Director. If the investigation results in a finding of harassment, the report will be placed in the personnel or membership file of the Respondent.