



Policy Name:
Harassment Policy

Policy Number:
BGC - 7

Policy

Harassment is a form of discrimination. Harassment is prohibited by the Canadian Charter of Rights and Freedoms, and by human rights legislation in every province and territory of Canada. Harassment can be an offense under Canada’s Criminal Code. Brazeau Gymnastics Club (hereinafter referred to as “BGC” or the “Club”) believes in providing a work and training environment, free of harassment on the basis of race, national or ethnic origin, colour, religion, age, sex, sexual orientation or identification, marital status, family status, or disability.

BGC believes in providing an environment in which all individuals are treated with respect and dignity. This policy applies to all employees, directors, officers, volunteers, coaches, athletes, participants, officials, members, and persons with an employment or contractual relationship with BGC.

1 Scope

This policy outlines what is defined as harassment, provides expectations and responsibilities of all individuals and members and outlined the potential disciplinary process should an accusation come forward.

Each individual has the responsibility to report any abusive behaviour they witness or suspect to the most senior member of staff available.

2 Definitions

“**Club**” means Brazeau Gymnastics Club.

“**Club President**” means the individual who is elected as the President by the members of the club, as per the Bylaw.

“**Executive Committee member**” means collectively, those individuals who are elected as executive officers of the board. This includes key leadership roles such as President, Vice President, Secretary and Treasurer.

Approved By: Board Approval (motion)
Approval Date: 7-Jul-25
Review Date: _____
Revision Dates (dd-mmm-yy): _____

“**Board member**” means collectively, those individuals who are elected or appointed to the Board of Directors to oversee the governance and strategic direction of BGC, including all executive members.

3 Interpretation

Shall, Must, Will or Require – indicates that actions are mandatory and apply to all situations.

Should – indicates direction to strive to achieve the outlined action, but it is not mandatory.

May – is discretionary, meaning the policy can be implemented if the Club chooses to do so. This is typically dependent on context and individual circumstance.

4 Definition of Harassment

Harassment includes, but is not limited to:

- Malicious comments, including, but not limited to, gestures or contact, (physical or otherwise) which causes offence or humiliation, or any conduct which is insulting, intimidating, humiliating, malicious, degrading, or offensive, and is known or ought reasonably to be known to be unwelcomed and unsolicited.
- Abuse of authority or position such as those in authority being inconsistent in taking any corrective or punitive actions, and/or using derogatory, slang or offensive terms.
- Psychological harm, including, but not limited to, causing fear, mistrust, or devaluing the individual.
- Cyber bullying, including, but not limited to, subversive emails, text messages, blog posts, Facebook posts, and Tweets and any other forms of social media.
- Retaliation against an individual for having filed a complaint under this policy, for having participated or cooperated in any investigation under this policy, or for having associated with anyone who has filed a complaint or participated in an investigation.
- Sexual harassment: including, but not limited to, sexual comments, gestures or suggestions, unwarranted touching, attempting to coerce an individual to consent to accept sexual advances by threatening or actual physical violence, by threatening to penalize, or inflict penalties, or by offering rewards.
- False accusations of harassment motivated by malice or mischief and meant to cause harm.

5 Responsibilities

1. All individuals have a duty to report suspected or witnessed harassment to the most senior available staff member.

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2. Leaders and supervisors have a heightened responsibility to model respectful behavior, take reports seriously, and ensure timely responses.
3. Any reasonable allegation of assault or sexual interference/abuse shall be immediately reported to the local law enforcement agencies.
4. Conduct at all times by members of BGC shall reflect honesty, good sportsmanship, courtesy, and respect toward others. The consequences for violations of this policy are addressed in the disciplinary procedure below depending on the circumstances of the violation.

6 Reporting Procedure

6.1 Who to Report to

Incidents should be reported to a supervisor, coach, or the most senior staff member available. If the issue involves management, the report should be made to the Club President or any member of the Executive Committee.

6.2 How to Report

1. Reports can be verbal or written and should include:
 - Names of those involved
 - Description of the incident(s)
 - Date(s), time(s), and location(s)
 - Any witnesses or evidence (e.g., screenshots, emails)
2. Reports should be made as soon as possible after the incident.
3. Reports can be submitted to a Head Coach, the Club President, or any member of the Executive Committee.

7 Investigation Process

1. **Initial Review**

The Club President, or another member of the Executive Committee, or an external investigator (if appropriate), will conduct a preliminary assessment to determine whether the complaint falls within the scope of this policy.

2. **Formal Investigation**

If warranted, a formal investigation will be conducted. The complainant, respondent, and relevant witnesses will be interviewed. Notes and findings will be documented.

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3. **Outcome**

Based on findings, a decision will be made whether the policy was violated.

4. **Timeline**

All parties will be treated fairly and confidentially, and investigations will aim to be completed within 30 days.

5. **Criminal Matters**

Any allegations involving criminal conduct (e.g., assault, sexual abuse) will be reported to local law enforcement immediately, as required by law.

8 Disciplinary Procedure

If a violation is confirmed, disciplinary actions will be proportional to the severity and context of the offense.

Repeat violations or severe misconduct (e.g., physical violence, sexual harassment) will result in immediate suspension or expulsion and may be reported to authorities.

8.1 Employees (Coaches) or Staff:

The disciplinary action may include, but are not limited to:

- Verbal or written warning
- Mandatory training or counselling
- Suspension with or without pay
- Demotion or reassignment
- Termination of employment

8.2 For Volunteers, Board Members, or Contractors:

The disciplinary action may include, but are not limited to:

- Verbal or written warning or reprimand
- Temporary or permanent removal from duties
- Suspension from BGC activities
- Termination of contract or volunteer role

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8.3 For Athletes or Members

The disciplinary action may include, but are not limited to:

- Verbal or written warning
- Suspension from training, competition, or the BGC Facility/events
- Probation period with conditions
- Expulsion from BGC membership

9 Appeals

Anyone subject to disciplinary action may submit a written appeal within **14 days** of the decision to the Executive Committee. The appeal will be reviewed within **30 days**, and the decision will be final.

10 Record Keeping and Confidentiality

All documentation related to harassment complaints, investigations, and outcomes will be kept confidential and stored securely, in accordance with applicable privacy laws.

11 Review and Approval

This policy can be reviewed at a scheduled Board Meeting and updated as needed to reflect changes to the legislation, regulations or Club Bylaws.

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