



Ontario Adventure Rowing Safe Sport Policy and Complaint Procedure

Policy

As a member of Rowing Canada Aviron and Row Ontario, Ontario Adventure Rowing (OAR), subscribes to the principles laid out in the Safe Sport Policy and the Respectful Workplace Policy. OAR is committed to providing a positive participant and volunteer environment where all individuals are treated with respect and dignity. An atmosphere free of bullying, harassment, inappropriate touching, or discrimination promotes equality and the freedom to contribute to our organization.

Harassment can be defined as any unwanted physical or verbal behaviour including emails, tweets, and other forms of communication, that offends, frightens, or humiliates you. It is considered by the Ontario Human Rights Code (1962) as a form of discrimination. This can occur when someone makes remarks to you that are known or ought reasonably to be known to be unwelcome or demeaning.

Harassment also encompasses any comments or conduct that is known or ought reasonably to be known to be unwelcome because it is based on your personal characteristics, including any protected ground of discrimination.

This policy applies to all elected Directors, organizers, participants, volunteers, and other members of OAR when involved in a club activity, event or business.

Procedures

A person who experiences harassment (the Complainant) is encouraged to make it known to the harasser that the behaviour is unwelcome, offensive and contrary to the policies of OAR.

If confronting the harasser is not possible, or if after confronting the harasser the behaviour continues, the Complainant should request a meeting with the President or the Secretary, or any other Director of the club privately, and not otherwise make known the concern to anyone else.

The Director is to serve in a neutral, unbiased capacity in receiving the complaint and assisting in its resolution. If the Director is unable to act in this capacity, the Complainant will be referred to another suitable Director. The Director who undertakes this process shall inform the board when an exploratory discussion will take place with the Complainant.

Where a person believes that a Director, organizer, participant, or volunteer has experienced or is currently experiencing harassment, and reports this belief to a Director, the Director, will initiate a meeting with the person said to have experienced harassment.

There are four possible outcomes to a meeting of a Complainant and the Director:

- It may be determined that the conduct does not constitute harassment as defined in this policy, in which case the matter will be closed; or
- The Complainant may decide to pursue an informal resolution of the complaint, in which case a mediator as agreed to by both the Complainant and the Harasser will assist the two parties to mediate an acceptable resolution of the complaint; or
- The Complainant may decide to proceed with a formal, written complaint and deliver it to the Director. The written complaint shall contain the date of the alleged offence, the individual alleged to be the harasser, the list of witnesses if any, and a detailed description of the incident(s). The Director, upon receipt of the complaint, will request an investigation.
- The Complainant may decide not to proceed with a formal Complaint but the Director may nonetheless determine that due to its serious nature, the allegations merit an investigation. The Director will advise the Board of this determination and will request an investigation.

Where an investigation is requested by the Director charged with handling a complaint, the President and Secretary shall select and appoint an investigator, with input from the Board. An Investigator, for the purposes of this policy and procedure, will be defined as a Director or member-at-large of OAR, perceived as independent and with no discernable interest in the outcome of the investigation.

At the conclusion of the investigation, the investigator shall submit a written report to the President of the club. After review of the report, the President will tender the report at the next scheduled meeting of the Board, for review and action if necessary.

If the investigator determines that the complaint is unfounded or the conduct cannot be reasonably said to fall within the definition of harassment, then the Board will agree on a written response from the President to the Complainant and the other party.

If the investigator determines that the complaint has merit, then the President will be responsible for tabling the complaint, and the Board shall review and make a formal resolution and motion as to the remedy and next steps. The remedy may include, but will not be limited to, a formal or informal caution, a suspension, or a termination of membership. After the Board resolution on the action, the board as a whole will agree on a written response from the President to the Complainant and the harasser.

None of the above remedies available to the club will preclude the Board or the Complainant from reporting the harassment to organizations outside of OAR, if the harassment falls within the purview of those organizations, e.g. RCA, Ontario Provincial Police, Human Rights Commission, etc.