

Moose Jaw Gamers Inc. Anti-harassment Policy and Procedures

Policy Statement

Moose Jaw Gamers is committed to fostering harassment-free events where all members and attendees are treated with respect and dignity.

Harassment at **Moose Jaw Gamers** is not tolerated. Members and attendees who are found to have harassed another individual may be subject to disciplinary action. This includes any member or attendee who: interferes with the resolution of a harassment complaint; retaliates against an individual for filing a harassment complaint; or files an unfounded harassment complaint intended to cause harm.

Application

This policy applies to all members, employees, volunteers and guests of **Moose Jaw Gamers**.

This policy applies to all behaviour that is connected to the operation of Moose Jaw Gamers including: Events; Meetings; Interviews; and Public Appearances.

Definitions

Harassment is:

- offending or humiliating someone physically or verbally;
- threatening or intimidating someone; or
- making unwelcome jokes or comments about someone's race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability or pardoned conviction.

Sexual harassment is:

- offensive or humiliating behaviour that is related to a person's sex;
- behaviour of a sexual nature that creates an intimidating, unwelcome, hostile or offensive work environment; or
- behaviour of a sexual nature that could reasonably be thought to put sexual conditions on a person's job or employment opportunities.

Responsibilities and Expectations

Moose Jaw Gamers is responsible for:

- providing all members and attendees a harassment-free location.

The President is responsible for:

- ensuring that this policy is applied in a timely, consistent and confidential manner;
- determining whether or not allegations of harassment are substantiated; and
- determining what corrective action is appropriate where a harassment complaint has been substantiated.

The Vice-President is responsible for:

- the administration of this policy;
- reviewing this policy annually, or as required; and
- making necessary adjustments to ensure that this policy meets the needs of the organization.

The Executive are responsible for:

- fostering a harassment-free environment and setting an example about appropriate behaviour;
- communicating the process for investigating and resolving harassment complaints made by members and guests;
- dealing with harassment situations immediately upon becoming aware of them, whether or not a harassment complaint has been made;
- taking appropriate action during a harassment investigation, including separating the parties to the harassment complaint, when appropriate; and
- ensuring harassment situations are dealt with in a sensitive and confidential manner.

Members and Guests are responsible for:

- treating others with respect;
- reporting harassment to **The Vice-President**;
- cooperating with a harassment investigation and respecting the confidentiality related to the investigation process;

Members and Guests can expect:

- to be treated with respect;
- that reported harassment will be dealt with in a timely, confidential and effective manner;
- to have their rights to a fair process and to confidentiality respected during a harassment investigation; and
- to be protected against retaliation for reporting harassment or cooperating with a harassment investigation.

Procedures for Addressing a Harassment Complaint

Filing a Complaint

A member or guest may file a harassment complaint by contacting the **Vice-President**. The complaint may be verbal or in writing. If the complaint is made verbally, the **Vice-President** will record the details provided by the complainant.

The complainant should be prepared to provide details such as what happened; when it happened; where it happened; how often and who else was present (if applicable).

Complaints should be made as soon as possible but no later than within one year of the last incident of perceived harassment, unless there are circumstances that prevented the complainant from doing so.

The Vice-President will tell the person that the harassment complaint has been made against, in writing, that a harassment complaint has been filed. The letter will also provide details of the allegations that have been made against him or her.

Every effort will be made to resolve harassment complaints within **30** days. **The President** will advise both parties of the reasons for the delay, if this is not possible.

If either party to a harassment complaint believes that the complaint is not being handled in accordance with this policy, he or she should contact the **President**.

If the **Vice-President** is the subject of a complaint, the complaint is to be filed with the **President**.

Mediation

Wherever appropriate and possible, the parties to a harassment complaint will be offered mediation prior to proceeding with a harassment investigation.

Mediation is voluntary and confidential. It is intended to assist the parties to arrive at a mutually acceptable resolution to the harassment complaint.

The mediator will be a neutral person, agreed upon by both parties. The mediator will not be involved in investigating the complaint.

Each party to the complaint has the right to be accompanied and assisted during mediation sessions by a person of their choosing.

Investigation

If mediation is inappropriate or does not resolve the issue, a harassment investigation will be conducted. All investigations will be handled by an individual who has the necessary training and experience. In some cases, an external consultant may be engaged for this purpose.

The investigator will interview the person who made the complaint, the person the complaint was made against and any witnesses that have been identified. All people who are interviewed will have the right to review their statement, as recorded by the investigator, to ensure its accuracy.

The investigator will prepare a report that will include:

- a description of the allegations;
- the response of the person the complaint was made against;
- a summary of information learned from witnesses (if applicable); and
- a decision about whether, on a balance of probabilities, harassment did occur.

This report will be submitted to the **President**. Both parties to the complaint will be given a copy.

Substantiated Complaint

If a harassment complaint is substantiated, the **President** will decide what action is appropriate.

Remedies for the party who was harassed will include an oral or written apology.

Corrective action for the member or guest found to have engaged in harassment may include: banning from future events; a reprimand; a suspension; a demotion; and/or dismissal.

Both parties to the complaint will be advised, in writing, of the decision.

Privacy and Confidentiality

All parties to a harassment complaint are expected to respect the privacy and confidentiality of all other parties involved and to limit the discussion of a harassment complaint to those that need to know.

Review

Moose Jaw Gamers will review this policy and procedures on an annual basis, or as required, and will make necessary adjustments to ensure that it meets the needs of all members and guests.

Enquiries

Enquiries about this policy and related procedures can be made to the **Vice-President**.