

NWT Federation of Shooting Sports **Harassment and Gender Equity Policy**

MISSION STATEMENT:

Our Mission is to deliver to NWT residents, programs and services that promote and develop the benefits of shooting sports.

VISION:

NWT Federation of Shooting Sports in concert with its clubs, intends to achieve a sporting environment that is welcoming and free of harassment where all athletes, coaches and officials, both male and female, have free access to equal opportunities to participate in a sport and physical activity.

COMMITMENT:

The NWT Federation of Shooting Sports is committed to providing a sport environment free from harassment on the basis of race, sex, national or ethnic origin, colour, age, sexual orientation, marital status, disability or pardoned conviction.

THIS POLICY APPLIES TO ALL EMPLOYEES, DIRECTORS, OFFICERS, VOLUNTEERS, ATHLETES, COACHES, OFFICIALS. THIS POLICY APPLIES TO ALL INCIDENTS OF HARASSMENT WHICH MAY OCCUR DURING THE COURSE OF ALL NWT FEDERATION OF SHOOTING SPORTS BUSINESS, ACTIVITIES AND EVENTS.

DEFINITIONS:

HARASSMENT: is a comment, conduct or gesture directed towards an individual or group of individuals which is insulting, intimidating, malicious, degrading or offensive. Harassment is prohibited by the *Canadian Charter of Rights and Freedoms* and by Human Rights legislation in the Northwest Territories.

SEXUAL HARASSMENT: is unwelcome, unsolicited, unwanted remarks, gestures or actions of a sexual nature.

Sexual harassment most commonly occurs in the form of behaviour by males towards females; however, can also occur as behaviour by females towards males, and between same genders.

Types of behaviours which constitute HARASSMENT include but are not limited to:

- ✓Written or verbal abuse or threats;
- ✓The display of visual material which is offensive or which one ought to know is offensive;
- ✓Unwelcome remarks, jokes, comments, innuendo, taunting or questions about a person's looks, body, attire, age, race, religion, gender or sexual orientation;
- ✓Leering, whistling, or other suggestive or obscene gestures;
- ✓Condescending, paternalistic or patronizing behaviour which undermines self-esteem, diminishes performance or adversely affects working conditions;
- ✓Practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affects performance.
- ✓Unwanted physical contact including touching, pinching, petting, or kissing.
- ✓Unwanted sexual flirtations, advances, requests or invitations;
- ✓Physical or sexual assault.

Retaliation against an individual for having filed a complaint under this policy, or for having participated or assisted in any procedure under this policy will not be tolerated by the Sport North Federation and will be treated as HARASSMENT for the purposes of this policy

CONFIDENTIALITY:

NWT Federation of Shooting Sports clearly recognizes and assures the interests of the complainant and alleged harasser involved in a harassment case, shall remain protected and kept strictly confidential. No information received shall be disclosed to outside parties, unless such disclosure is required by a disciplinary or other remedial process. NWT Federation of Shooting Sports understands it can be extremely difficult to come forward with a complaint of harassment and it can be devastating to be wrongfully accused of harassment.

COMPLAINANTS RIGHTS:

Individuals who believe they are victims of harassment have the right:

- To file a complaint and obtain an investigation and resolution of their complaint through procedures established under this policy without fear of embarrassment or retaliation
- To be represented or accompanied by another person of their choice (including legal counsel) at any stage in the complaint process

ALLEGED HARASSER'S RIGHTS:

A person against whom a harassment complaint has been made has the right:

- To be informed immediately and made aware of a complaint being made against him/her
- To be provided with a copy of any written complaint, or if no written complaint exists, to be provided with written particulars of the allegations
- To be afforded the opportunity to respond to the complaint
- To be represented or accompanied by another person of their choice (including legal counsel) at any stage in the complaint process

NWT FEDERATION OF SHOOTING SPORTS RESPONSIBILITY:

Upon receipt of a verbal or written complaint the NWT Federation of Shooting Sports shall forward the complaint onwards to the President and Board of Directors of the club whose member(s) is/are subject of the complaint so the incident(s) can be handled as per the club's own Harassment Policy. The NWT Federation of Shooting Sports will require a report back within 7 days from the Club's President.

Failure to take appropriate action or by formal, written request, clearly outlining the reasons and circumstances of the decision, of the President, Board of Directors of the subject club the NWT Federation of Shooting Sports may be requested to take over the investigation of the complaint.

The NWT Federation of Shooting Sports Board of Directors shall be responsible for the implementation of this policy by:

- discouraging and preventing harassment within the NWT Federation of Shooting Sports and its clubs;
- investigating formal complaints of harassment in a sensitive, responsible and timely manner;
- imposing appropriate disciplinary or corrective measures when a complaint of harassment has been substantiated, regardless of the position or authority of the offender;
- providing advice to persons who experience harassment;
- doing all in their power to support and assist any employee or member of a club who experiences harassment by someone who is not an employee or member of the NWT Federation of Shooting Sports
- making all members and employees of the NWT Federation of Shooting Sports aware of the problem of harassment and in particular sexual harassment and of the procedures contained in this policy
- informing both complainants and respondents of the procedures contained in this policy and their rights under the law;
- regularly reviewing the terms of this policy to ensure that they adequately meet the NWT Federation of Shooting Sports legal obligations and public policy objectives.

The NWT Federation of Shooting Sports shall:

- Appoint a Harassment Committee which will be composed of one male and one female, who are themselves members or employees of the NWT Federation of Shooting Sports, to serve as officers under this policy.
- Ensure that officers appointed to the Harassment Committee receive appropriate training and support for carrying out their responsibilities under this policy.

ROLE OF HARASSMENT OFFICERS:

To serve in a neutral, unbiased, confidential capacity and to receive complaints, assist in informal resolution of complaints, investigate formal, written complaints and to recommend appropriate disciplinary and corrective measures to the Harassment Committee. The Harassment Officers shall be directly responsible to the Board of Directors of the NWT Federation of Shooting Sports.

COMPLAINT PROCEDURE:

- > A person who experiences harassment is encouraged to make it known to the harasser that the behaviour is unwelcome, offensive and contrary to NWT Federation of Shooting Sports policy;
- > If confronting the harasser is not possible, or after confronting the harasser the harassment continues the complainant should seek the advice of a harassment officer(s);
- > The harassment officer shall inform the complainant of:
 - the options for pursuing an informal resolution of his/her complaint,
 - the right to lay a formal, written complaint under this policy when informal resolution is inappropriate or not feasible,
 - the availability of counselling,
 - the confidentiality provisions of this policy
 - the right to be represented by a person of choice at any stage in the complaint process,
 - the right to withdraw from any further action at any stage,
 - other avenues of recourse, including the right to file a complaint with a human rights commission or, where appropriate, to contact the police to have them lay a formal charge under the Criminal Code.
- > Upon receipt of a dated and signed formal, written complaint which clearly outlines the details of the incident(s), the names of any witnesses to the incident(s), the Harassment Officer(s) shall, notify the respondent named in the complaint and within twenty one (21) days investigate the circumstances surrounding the complaint.
- > As soon as possible after receiving the written complaint, but within 21 days, the harassment officer shall submit a report to the NWT Federation of Shooting Sports Board of Directors containing all relevant documentation obtained during the course of the investigation,

along with a recommendation that:

- a) no information is available to substantiate the complaint and no further investigation is advised,

or

- b) the complaint should be investigated further,

A copy of this report shall be provided, without delay to both the complainant and respondent.

REVIEW PANEL:

Should the recommendation be to continue further investigation (b) above, the NWT Federation of Shooting Sports shall appoint an unbiased panel of three members of the Federation to serve as a case review panel. This panel shall consist of at least one male and one female who have no significant personal or professional relationship with either the complainant or respondent.

- ≠ Within 21 days of its appointment, the Review Panel shall convene a hearing which shall be governed by such procedures as the Panel decides.
- ≠ Both the complainant and respondent shall be given fourteen (14) days notice, in writing of the day, time and place of a hearing, which will either be held in person or via teleconference depending on circumstances. This decision shall be solely the responsibility of the Review Panel.
- ≠ Members of the Panel shall appoint a chairperson from amongst themselves.
- ≠ A quorum shall be all three Panel members.
- ≠ Decisions shall be by majority vote.
- ≠ Within 14 days of the hearing the Review Panel shall present its findings in a report to the NWT Federation of Shooting Sports Board of Directors which will provide:
 - a) a summary of relevant facts
 - b) a determination whether the acts complained of constitute harassment as defined in this policy
 - c) recommend disciplinary action against the respondent if the acts constitute harassment
 - d) recommend measures to remedy or mitigate future incidents of harassment
 - e) a copy of the report to both the complainant and respondent.

If the Review Panel determines the allegations of harassment are false, vexatious, retaliatory, or unfounded, their report shall recommend disciplinary action against the complainant.

In recommending disciplinary action the Review Panel may consider the following options, singly or in combination, depending on the severity of the harassment:

- > A verbal apology
- > A written apology
- > A letter of reprimand from the NWT Federation of Shooting Sports
- > Removal of certain privileges of membership or employment
- > Expulsion from membership

APPEAL PROCESS:

- (a) Both the complainant and the alleged harasser have the right to appeal the decision of the Harassment Committee. In order to exercise this right of appeal, the person requesting the appeal must provide written notice of the reasons for the appeal to the President of the NWT Federation of Shooting Sports. This written notice must be delivered within fourteen (14) days of the date the person requesting the appeal receives the report of the Harassment Committee.
- (b) Upon receiving a written notice of appeal, the President of the NWT Federation of Shooting Sports shall appoint an Appeal Committee comprised of three members of the NWT Federation of Shooting Sports membership, including the President and at least one female and one male. These individuals must have no significant personal or professional involvement with either the complainant or alleged harasser and must have had no prior involvement in the complaint process which is subject of the appeal.
- (c) The Appeal Committee shall review the complainant's and alleged harasser's statements, the reports of the Harassment Officer's investigation, and the Harassment Committee and any other information as the Committee considers relevant. The Appeal Committee shall have the authority to uphold, set aside or modify the findings of the disciplinary action and measures imposed by the Harassment Committee.
- (d) Within fourteen (14) days of its appointment the Appeal Committee shall deliver a report of its decision to the Harassment Committee, the complainant and the alleged harasser.

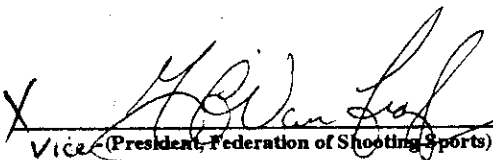
The decision of the Appeal Committee shall be final and not subject to appeal.

REVIEW AND APPROVAL

This policy was approved by the President and Board of Directors of the NWT Federation of Shooting Sports on:

the 08 day of October, 1999

and shall be reviewed by the Executive Directors on an annual basis.

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Vice President, Federation of Shooting Sports