



ANTI-HARASSMENT POLICY FOR GALT CURLING CLUB

Galt Curling Club is committed to providing a work environment in which all employees, managers and members are treated with respect and dignity. Workplace harassment will not be tolerated from any person in the club, including members, clients, supervisors, workers, volunteers and members of the public, as applicable.

Workplace harassment is defined as engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome.

Harassment can include such things as verbal or physical abuse, threats, derogatory remarks, jokes, innuendo or taunts about any of the prohibited grounds.

Sexual harassment means:

- a. engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome,
- OR
- b. Making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

The behaviour need not be intentional in order to be considered harassment but may be offensive and or intimidating. Such action may also engender fear or mistrust, and thereby compromise an individual's dignity or sense of self-worth. Any act of harassment committed by or against any employee, volunteer, client or any other individual is unacceptable conduct and will not be tolerated. Managers, supervisors and workers are expected to adhere to this policy and will be held responsible by the employer for not following it.

Galt Curling Club is committed to investigating reported incidents of harassment in a prompt, objective and sensitive manner taking necessary corrective action and providing appropriate support for victims. No individual shall be penalized in any way for making a complaint or giving evidence in a harassment investigation.

Employees are encouraged to report any incidents of workplace harassment to name and contact information. An investigation into the incident(s) will be undertaken immediately along with any additional steps necessary to resolve the problem. Information provided about an incident or about a complaint will not be disclosed except as necessary to protect workers, to investigate the complaint or incident, to take corrective action, or as otherwise required by law.

If a worker needs further assistance, he/she may contact name and contact information. Additionally, more information can be found at <https://www.ontario.ca/document/guide-occupational-health-and-safety-act/part-iii0i-workplace-violence-and-workplace-harassment>

Galt Curling Club reserves the right to amend this policy at any time.

AGREEMENT – GALT CURLING CLUB’S ANTI-HARASSMENT POLICY

We are pleased to welcome you to the Galt Curling Club team (either as an employee, member or board member)

The objective is to give you an overview of the business and the human resources practices of our company, and to ensure the efficiency of our operations and the harmony of our team.

All employees, whether seasoned or new, may occasionally need to consult the Anti-Harassment Policy. This document is intended as an easy-to-use reference tool containing the answers to your main concerns. Should any of your questions remain unanswered, please feel free to contact Galt Curling Club 519-621-6020.

All the Galt Curling Club policies are evolving documents that may be adapted as appropriate to reflect cultural and organizational changes as well as the modifications that are constantly being made to government regulations. We Galt Curling Club are committed to maintaining open and transparent communication with all employees and will provide updated policies (where applicable) in a timely manner.

ACKNOWLEDGEMENT OF HAVING READ AND UNDERSTOOD THE ANTI-HARASSMENT POLICY

I, _____, attest that I have read the Anti-Harassment Policy and its various components, including the following:

I acknowledge having received all the relevant information that I need in order to have a good understanding of the content and scope of this policy.

Employee – Print Name

Employee – Signature Date

Employer – Print Name

Employer – Signature Date