



## BOXING BRITISH COLUMBIA BULLYING & HARASSMENT POLICY

Issue Date: September 30, 2021

## **POLICY STATEMENT**

This policy outlines Boxing British Columbia's commitment to provide a respectful sport and work environment where all members act and are treated in a fair and respectful manner. Boxing BC will not tolerate or condone discrimination, harassment, bullying or any other disrespectful behaviour within our sport.

## **PURPOSE**

The purpose of this policy and supporting documents, is in place to demonstrate and promote the commitment of Boxing British Columbia to ensure a respectful sport and work environment free of discrimination, harassment and bullying. It is in place to raise awareness regarding appropriate/inappropriate behaviors and ensure Boxing BC's policies and practices comply with the provisions of the British Columbia Human Rights Code and relevant legislation.

This is in place to protect all members of Boxing British Columbia, from a hostile sport and working environment by creating a fair, consistent and confidential process for dealing with complaints in a timely manner.

## **SCOPE**

This policy applies to all members, employees and persons representing or acting on behalf of Boxing British Columbia, including but not limited to elected officials, directors, officers, coaches, athletes and volunteers.

This policy applies to conduct at any Boxing BC sport and work related events or activities within and outside of the Province of BC and includes any conduct through internet or other computer communications or social situations where there is a subsequent impact on the sport and/or work relationship or sport or work environment or performance of any person to whom this Policy applies.

This policy also applies to any conduct between members and persons associated with Boxing BC that is outside of Boxing BC sport and work related events or activities of Boxing BC where the conduct has an adverse impact on the relationships within Boxing BC's sport and work environment or performance of any person to whom this Policy applies.

## **DEFINITIONS**

In this policy

**“Bullying and Harassment”** means any inappropriate conduct or comment towards someone that makes them feel intimidated, humiliated or degraded and in its most extreme form can be an offence under Canada’s Criminal Code. Examples include, but are not limited to:

- Yelling, belittling, temper tantrums, uttering threats, insults, offensive or inappropriate remarks, gestures, materials or behaviours.
- Inappropriate jokes including racial or ethnic slurs.
- Unwarranted physical conduct, abuse or threats of abuse, assault, intimidation
- Covert behaviour, i.e. inappropriately withholding information, undermining, underhandedness, silent treatment, condescending or patronizing behaviour that undermines self-esteem, diminishes performance or adversely affects the sport and work environment.
- Hazing and vandalizing personal belongings
- **Online Harassment** including but not limited to sending threatening emails or messages, sharing humiliating videos, images, messages, stories and non-consensual distribution of images or videos that would cause a person to be humiliated or intimidated.
- **Psychological Harassment** including but not limited to damaging gossip or rumours, gas lighting, isolation or exclusion
- **Sexual Harassment** means any unwelcome comment or conduct of a sexual nature including but not limited to touching, kissing, petting or unwelcomed sexual flirtations, advances or requests.

**“Complainant”** means any person who believes that they have a complaint contrary to this Policy or have witnessed disrespectful behaviour and are bringing forward the complaint.

**“Discrimination”** means the differential treatment of a person or group - the action or decision to treat someone badly or exclude them on the basis of race, place of origin, ancestry, colour, religion, age, sex, marital status, family status, any physical or mental disability, gender identity, and sexual orientation.

**“External Investigator”** means an individual from outside the organization hired to investigate a complaint.

**“Internal Investigator”** means members of Boxing BC’s Issues Committee as assigned to investigate a complaint.

**“Respondent”** means a person against whom an allegation of conduct contrary to this Policy has been made and who is responding to the allegations in the complaint.

## **PRINCIPLES**

### **Responsibilities**

Boxing British Columbia has the primary responsibility and is committed to establishing and maintaining a safe and respectful sport and work environment.

Boxing British Columbia shall appoint up to six (6-8) persons who are themselves members or employees of the sport organization, to serve as members of the Issues Committee under this Policy. The Chair of the Issues Committee is appointed by the Boxing BC Board of Directors. The Chair may be appointed from outside of the membership. Members of the Issues Committee serve a term of 2 years, which can be renewed at the discretion of the Boxing BC Board of Directors.

Committee members cannot actively investigate a complaint for which they have declared a conflict of interest.

The role of the Issues Committee is to serve in an impartial, unbiased capacity and to receive and investigate issues and complaints as they are received. The Issues Committee is directly responsible and accountable to the Board of Directors of Boxing BC.

### **Disciplinary Action**

Consequences flowing from a contravention of this Policy will be determined on a case by case basis, taking into account all relevant circumstances. However, in general;

Employees or members of Boxing BC against whom a complaint of bullying and harassment is substantiated may be subject to corrective action such as training, mediation, and in severe cases discipline, up to and including termination of employment and/or membership with Boxing BC. Such conduct may also constitute a criminal offence under the *Criminal Code of Canada*.

Complaints that are found to be false, frivolous or made in bad faith will not be tolerated and will be subject to disciplinary action up to and including termination of employment and/or membership with Boxing BC.

Retaliation by any person against anyone involved in an informal or formal complaint process will not be tolerated and will be subject to disciplinary action up to and including termination of employment and/or membership with Boxing BC.

### **Confidentiality**

Boxing BC understands that it can be extremely difficult to come forward with a complaint and that it can be devastating to be wrongly accused of, or convicted of bullying and harassment. Boxing BC recognizes the interests of both the complainant and the Respondent in keeping the matter confidential.

All persons to whom this Policy applies including any investigator are expected to respect and preserve the confidentiality of any complaint and the process, formal or informal.

Boxing BC shall not disclose to outside parties the name of the complainant, the circumstances giving rise to a complaint or the name of the Respondent unless such disclosure is required to investigate the complaint, take corrective action with respect to the complaint, or where required by law.

### **Annual Review**

This Policy along with any supporting documents will be reviewed annually. All new and returning members and employees will be educated on this Policy when hired or when renewing or making new membership application.

### **RELATED PROCEDURES, POLICIES, GUIDELINES AND DOCUMENTATION**

The following documents are related to this Policy:

1. Bullying and harassment reporting procedure
2. Bullying and harassment investigation procedures
3. Boxing BC Anti-Discrimination and Equity Policy
4. British Columbia Human Rights Code
5. Workers Compensation Act and Regulations

## **BULLYING AND HARASSMENT REPORTING PROCEDURES**

### **HOW TO REPORT**

#### **Informal Resolution:**

Boxing BC supports informal resolution as first step in the resolution process when appropriate. If members feel comfortable and safe they are encouraged to:

- Communicating directly with the person who is behaving disrespectfully (the Respondent) in a reasonable and appropriate manner and advise them that the offending behaviour is objectionable and unwelcome. The Respondent should be asked to stop the behaviour immediately. The Complainant should remind the Respondent that the behaviour is contrary to Boxing BC policy. The Respondent should keep a record of all relevant facts (e.g. dates, locations, times, witnesses, nature of offending behaviours, etc.)
- The Respondent is encouraged to issue a written or verbal apology.

#### **Formal Complaint Process:**

If the complaint cannot be resolved informally or, if informal resolution is not sought, the Complainant must file a written formal statement of complaint through the online portal or by submitting an email directly to the Issues Committee at [issues@boxingbc.ca](mailto:issues@boxingbc.ca)

### **WHEN TO REPORT**

Boxing BC reserves the right to consider any matter that comes to its attention at any time however, Complainants are encouraged to bring concerns forward immediately or in a timely manner. Generally, a formal complaint should be made within three (3) months of the date of the last alleged incident.

### **WHAT TO INCLUDE IN A REPORT**

Complainants should include as much detail as possible of the bullying and harassment incident(s) including:

- the names of all parties involved (include contact information – email and/or phone number)
- any witnesses to the incident(s)
- the location, date, and time of the incident(s)
- details about the incident(s) (behaviour and/or words used)
- any additional details that would help with an investigation
- attach any supporting documents, such as emails, handwritten notes, or photos. Physical evidence such as vandalized belongings can also be submitted.

## **BULLYING AND HARASSMENT INVESTIGATING PROCEDURES**

### **HOW AND WHEN INVESTIGATIONS WILL BE CONDUCTED**

Should there be sufficient reason to investigate a complaint formally, the Respondent will be advised of the complaint brought forward by the Chair of the Issues Committee and a fair and impartial investigation will begin. Most investigations will be conducted by the Issues Committee, however depending on the circumstances, Boxing BC may decide to appoint an external investigator upon recommendation by the Issues Committee.

Investigations will:

- be fair and impartial providing both the complainant and the respondent equal treatment in evaluating the allegations
- be sensitive to the interests of all parties involved, and maintain strict confidentiality
- be focused on finding facts and evidence, and may involve interviews of the complainant, respondent, and any witnesses
- be conducted diligently and in a timely manner, given the circumstances and evidence received

Once the investigation is concluded, the Issues Committee or External Investigator will provide a confidential written report including the complaint investigation findings and recommendations for resolution. This report will be presented to the Boxing BC Board of Directors.

### **FOLLOW UP**

The recommended remedy will be assessed by the Boxing BC Board of Directors on a case by case basis and determine the appropriate action to be taken. The Boxing BC Board of Directors will communicate the decision in writing to both the Complainant and the Respondent.

### **RECORD KEEPING REQUIREMENTS**

All documents respecting any complaint and any investigation will be kept by Boxing BC in a confidential investigation file.