



## BALSA BEAVER MODEL FLYING CLUB

### Discrimination, Bullying and Harassment Policy

Effective Date of Policy: April 12<sup>th</sup>, 2017

Approval Date: April 12<sup>th</sup>, 2017

Applies to: All Members of the Balsa Beavers Model Flying Club

#### Policy Statement

1.1 The Balsa Beavers Model Flying Club is committed to ensuring an environment that is free of discrimination, harassment and bullying, and supports an environment that is characterized by mutual respect, safety, civility and free inquiry. This policy includes definitions and standards for appropriate conduct and provides an effective and fair procedure for receiving, assessing, investigating and acting on a complaint of discrimination, harassment and bullying.

#### Definitions 2.1

Bullying and Harassment includes any inappropriate conduct or comment by a person who knew or reasonably ought to have known would cause a person to be humiliated or intimidated; or any other form of unwelcome verbal or physical behaviour which by a reasonable person standard would be expected to cause insecurity, discomfort, offence or humiliation to another member or spectator. Bullying and Harassment excludes any reasonable action taken by another member where matters of safe flying principles are breached.

#### Discrimination 2.2

Discrimination means discrimination based on a person's sex, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sexual orientation, age.

#### Sexual Harassment 2.3

Sexual Harassment means a course of unwanted remarks, behaviours, or communications of a sexually oriented nature and/or a course of unwanted remarks, behaviours or communications based on gender – where the person responsible for the remarks, behaviours or communications knows or ought reasonably to know that these are unwanted.

### Complaint 3.1

A "Complaint" is a statement of facts including a record of the dates, times, nature of any incidents and names of witnesses. The Complaint must contain sufficient detail to allow the Club Executive to assess the Complaint and conduct a review. A Complaint can be filed by a Club Member or anyone who witnesses inappropriate conduct as defined under this policy. A Complaint must be made as soon as possible.

### Complaint Submission 4.1

All Complaints, submissions, responses and decisions made under the terms of this policy and the Sexual Violence and Misconduct Policy should be made in writing where possible.

Complaints should be directed to the President or Vice-President or other Director of the Balsa Beavers Model Flying Club.

### Investigation 5.1

Upon receipt of a Complaint the Board of Directors will meet as soon as possible to discuss the Complaint, meet with the parties involved and develop a Resolution or course of action. All details of the Complaint and the Resolution will be kept Confidential.

### General 6.1

This policy will be reviewed annually