



# FRASER VALLEY WATER POLO CLUB

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<b>Type:</b>	<b>Governance</b>	<b>Policy Number:</b>	<b>2:0</b>
<b>Name:</b>	<b>Harassment Policy</b>	<b>Date Approved:</b>	<b>APPROVED</b>
<b>Authority:</b>	<b>Board of Directors</b>	<b>Date Revised:</b>	<b>24 November 2021</b>

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## 2:0 BULLYING & HARASSMENT POLICY

### 1. Conduct:

- Bullying and harassment is not acceptable or tolerated in FVWP. All members and coaches will be treated in a fair and respectful manner.

### 2. Bullying and harassment

- includes any improper behaviour towards a member or coach, which may be on a one-time or continuous basis that is insulting, intimidating, humiliating, malicious, degrading, or embarrassing. The improper behaviour does not have to be made with the intent to harass or discriminate, to be in violation of this policy; but
- excludes any reasonable action taken by the board, a coach or member of FVWP relating to the management and direction of members and coaches.
- The Club's Dispute Resolution Procedures do not apply to employment matters

Examples of conduct or comments that might constitute bullying and harassment include verbal aggression or insults, calling someone derogatory names, harmful hazing or initiation practices, vandalizing personal belongings, and spreading malicious rumours.

The Bullying & Harassment Policy defines discriminatory harassment as improper conduct which is directed toward an individual or group of individuals, and which is related to or motivated by the race, national or ethnic origin, colour, religion, age, marital status, family status, disability (physical or mental), or pardoned conviction of that individual or group of individuals, and which is offensive to that individual or group of individuals, and which the person making the comment, conduct, or gestures knows or ought to know is unwelcome or unwanted.

The Bullying & Harassment Policy defines sexual harassment as improper conduct which is directed toward an individual or group of individuals, and which is related to the sex or sexual orientation, sexual identity, gender identity or gender expression of the individual or group of individuals, and which might reasonably be expected to cause offense or humiliation to that individual or group of individuals, or which might reasonably be perceived by the individual or group of individuals as placing a condition of a sexual nature on employment, or on any opportunity for training or advancement. Sexual harassment may be directed at members of the same sex or the opposite sex.



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## 3. Members and Coaches must:

- not engage in the bullying and harassment of other members or coaches.
- Report to a member of the FVWP board if bullying and harassment is observed or experienced
- Apply and comply with FVWP policies and procedures on bullying and harassment

## 4. Application

- This policy statement applies to all FVWP coaches and members. It applies to interpersonal and electronic communications, such as email.

## 5. Annual review

- This policy statement will be reviewed every year. All members and coaches will be provided with a copy.



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## REPORTING PROCEDURES

### 1. How to report

- Coaches and members of FVWPC can report incidents or complaints of workplace bullying and harassment verbally or in writing. When submitting a written complaint, please use the workplace bullying and harassment complaint form. When reporting verbally, the reporting contact, along with the complainant, will fill out the complaint form.

### 2. When to report

- Incidents or complaints should be reported within 21 days of experiencing or witnessing an incident. This allows the incident to be investigated and addressed promptly.

### 3. Reporting contact

- Report any incidents or complaints to the FVWPC President at [president@fraservalleywaterpolo.com](mailto:president@fraservalleywaterpolo.com).

### 4. Alternate reporting contact

- If the reporting contact named in Step 3 is the person engaging in bullying and harassing behaviour, contact the Vice-President or another member of the FVWPC executive. Contact information is available on the FVWP website.

### 5. What to include in a report

- Provide as much information as possible in the report, such as the names of people involved, witnesses, where the events occurred, when they occurred, and what behaviour and/or words led to the complaint. Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

### 6. Confidentiality

- No person is permitted to disclose either the existence of a complaint or information about the complaint, except for the purposes of complying with the objectives of the Investigating Procedures.

### 7. Corrective Action Plan

- Any corrective action required following an incident or complaint will be handled as per disciplinary measures laid out in our Discipline & Complaints Policy.

### 8. Annual review

- These reporting procedures will be reviewed on an annual basis. All member and coaches will be provided with a copy.



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## INVESTIGATING PROCEDURES

### 1. How and when investigations will be conducted

Most investigations at Fraser Valley Water Polo Club (FVWPC) will be conducted internally. In complex or sensitive situations, an external investigator might be hired. Investigations will:

- Be undertaken promptly and diligently, and be as thorough as necessary, given the circumstances.
- Be fair and impartial, providing both the complainant and respondent equal treatment in evaluating the allegations.
- Be sensitive to the interests of all parties involved, and maintain confidentiality.
- Be focused on finding facts and evidence, including interviews of the complainant, respondent, and any witnesses.
- Incorporate, where appropriate, any need or request from the complainant or respondent for assistance during the investigation process.

### 2. What will be included

- Investigations will include interviews with the alleged target, the alleged bully, and any witnesses. If the alleged target and the alleged bully agree on what happened, then FVWPC will not investigate any further, and will determine what corrective action to take, if necessary.
- The investigator will also review any evidence, such as emails, handwritten notes, photographs, or physical evidence like vandalized objects.

### 3. Roles and responsibilities

- FVWPC is responsible for ensuring investigation procedures are followed.
- Members and Coaches are expected to cooperate with investigators and provide any details of incidents they have experienced or witnessed.
- FVWPC will conduct investigations and provide a written report with conclusions to the FVWPC executive.
- If external investigators are hired, they will conduct investigations and provide a written report with conclusions to the FVWPC President.

### 4. Follow-up

- The alleged bully and alleged target will be advised of the investigation findings by the FVWPC President.

### 5. Reporting to Water Polo Canada

- If the complaint involves allegations of misconduct described in the Bullying & Harassment Policy or the Discipline & Complaints Policy, it may be referred to the Water Polo Canada notwithstanding the Club's dismissal.

### 6. Legal Investigation

- Upon review of the Board of Directors, the behaviour may be referred to the appropriate agency(s) for legal investigation. Threat and harassment can be Youth/Criminal offences.



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## SUBMISSION FORM: REPORTING A COMPLAINT

Incidents or complaints should be reported within 21 days of experiencing or witnessing an incident. This allows the incident to be investigated and addressed promptly. Report any incidents or complaints to the FVWPC President at [president@fraservalleywaterpolo.com](mailto:president@fraservalleywaterpolo.com). If the reporting contact named as President is the person engaging in bullying and harassing behaviour, contact the Vice-President or another member of the FVWPC executive. Contact information is available on the FVWP website.

Report submitted by:	Phone: Email:
Date of incident:	
Name of people involved in incident:	
Description of incident:	<p><i>Provide as much information as possible in the report, such as the names of people involved, witnesses, where the events occurred, when they occurred, and what behaviour and/or words led to the complaint.</i></p> <p><i>Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.</i></p>