

Workplace Bullying and Harassment Policy

1. Policy Statement

- 1.1. Biathlon BC supports an environment that is characterized by mutual respect, safety and fairness, and is committed to ensuring a working, training and competition environment that is free of harassment and bullying.
- 1.2. This Policy includes definitions and standards for appropriate conduct, and provides a procedure for receiving, assessing, investigating and acting on complaints of bullying and harassment.

2. Definitions

- 2.1. "Athlete" refers to any individual who is a member of Biathlon BC High Performance, Development or Talent Squad, as well as athletes who are registered for a Biathlon BC sanctioned event.
- 2.2. "Bullying and harassment" means any improper conduct or comment by a person towards an Employee or Athlete that the person knew or reasonably ought to have known would cause offence or harm. 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. Bullying and harassment excludes any reasonable action taken by an employer or supervisor relating to the management and direction of Employees.
- 2.3. "Complainant" means a person who believes that they have experienced improper conduct as described in this Policy and have made a complaint to Biathlon BC under this Policy.
- 2.4. "Employee" includes employees, volunteers, contractors, directors, officers and agents of Biathlon BC.
- 2.5. "Reporting Contact" means the individual receiving the complaint. This will normally be the VP Administration. If the VP Administration is the person engaging in bullying and harassing behaviour, the President is the appropriate individual to receive the complaint.
- 2.6. "Respondent" means the individual against whom an allegation has been made under this Policy
- 2.7. "Workplace" means any office of Biathlon BC as well as any environment under the control of Biathlon BC including Biathlon BC sanctioned events, training camps, meetings and courses.

3. Application

- 3.1. This Policy applies to all Employees and Athletes as defined in Section 2.
- 3.2. This Policy includes interpersonal and electronic communications, such as email.
- 3.3. Employees and Athletes must:
 - not engage in the bullying and harassment of other Employees or Athletes;
 - report if bullying and harassment is observed or experienced;
 - apply and comply with Biathlon BC's Policy and procedures on bullying and harassment

4. Annual Review
 - 4.1. This Policy will be reviewed annually. This Policy will be publicly available on the Biathlon BC website.
5. Workplace Bullying and Harassment Reporting Procedures
 - 5.1. How to report

Employees and Athletes 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 (see below). In reporting verbally, the Reporting Contact, along with the Complainant, will fill out the Complaint Form.
 - 5.2. When to report

Incidents or complaints should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated and addressed promptly.
 - 5.3. What to include in a report

Provide as much information as possible in the Complaint Form, 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.

Workplace Bullying and Harassment Investigation Procedures

6. How and when investigations will be conducted
 - 6.1. Most investigations at Biathlon BC will be conducted internally. In complex or sensitive situations, an external investigator may be hired.
7. Investigations will:
 - 7.1. be undertaken promptly and diligently, and be as thorough as necessary, given the circumstances;
 - 7.2. be fair and impartial, providing both the complainant and respondent equal treatment in evaluating the allegations;
 - 7.3. be sensitive to the interests of all parties involved, and maintain confidentiality;
 - 7.4. be focused on finding facts and evidence, including interviews of the complainant, respondent, and any witnesses;
 - 7.5. incorporate, where appropriate, any need or request from the complainant or respondent for assistance during the investigation process.
8. What will be included
 - 8.1. Investigations will include interviews with the Complainant, the Respondent, and any witnesses. If the Complainant and the Respondent agree on a statement of facts, then Biathlon BC may decide not investigate any further. The investigator may also review any evidence, such as emails, handwritten notes, photographs, or physical evidence such as vandalized objects.

9. Roles and responsibilities

9.1. The VP Administration is responsible for ensuring investigation procedures are followed as outlined in this Policy. For situations where the VP Administration is the Respondent, the President is responsible for ensuring investigation procedures are followed. Employees and Athletes are expected to cooperate with investigators and provide any details of incidents they have experienced or witnessed. Normally, the VP Administration will conduct investigations and provide a written report to the President. If external investigators are hired, they will conduct investigations and provide a written report with conclusions to the VP Administration, who will in turn provide a written report to the President. In cases where the VP Administration is the Respondent, the President will review the written report with another Biathlon BC Vice President. In cases where the President is the Respondent, the VP Administration will provide a written report to another Vice President of Biathlon BC. Note that the written report is confidential and will not be released except as required by law.

9.2. The President and VP Administration, except as noted in 9.1, will review the written report and determine appropriate action. The Respondent will be advised of the investigation findings and any disciplinary action by either the President or the VP Administration. Appropriate corrective actions will be taken within a reasonable period of time. In appropriate circumstances, Employees or Athletes may be referred to an employee assistance program or be encouraged to seek medical advice. The Complainant will also receive a written decision. The Complainant has the right to know the outcome of an investigation, but not the details of the disciplinary action, if any, against the Respondent.

10. Follow-up

10.1. Following an investigation, the VP Administration will form an ad hoc committee to review and revise workplace procedures, if necessary, to prevent any future bullying and harassment incidents in the workplace.

11. Record-keeping requirements

11.1. Biathlon BC expects that Employees and Athletes will keep written accounts of incidents to submit with any complaints. Biathlon BC will keep a confidential written record of investigations, including the reports and subsequent actions.

12. Appeal

12.1. The respondent or complainant have the right to appeal decisions made as per section 9.2. The appeal process to be followed is the Biathlon BC Dispute Resolution and Appeal Policy.

Bullying and Harassment - Complaint Form

Name and contact information of complainant
Name of respondent(s)

Personal statement

Please describe in as much detail as possible the bullying and harassment incident(s), including:

- the names of the parties involved
- 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 photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.