



# **Policy on Prevention of Abuse**

Sudbury Canoe Club  
206 Ramsey Lake Road  
Sudbury, Ontario

## **Policy Statement**

It is the policy of the Sudbury Canoe Club (herein after referred to as S.C.C.) to provide an environment, for members, program participants and employees that respects the rights of each individual and provides an environment that is free from abuse. This policy applies to abuse involving S.C.C. members and staff that may be caused by other members, coaches, guests and/or S.C.C. staff actions.

This policy is in compliance with the Ontario Human Rights Code and the Charter of Rights and Freedom.

## **Definition**

Abuse refers to any act or situation, that demeans, harms or infringes on the personal rights or dignity of the individuals or places the individual at risk as it relates to their health or safety. This includes physical, verbal, sexual or psychological in nature. An abusive act need not be a contravention of the Criminal Code of Canada.

## **Right of Protection and Complaint**

Every member and employee has the right to protection from abuse. Every member and employee is allowed to make a complaint without fear of reprisal. A member(s) and/or employee(s) who are alleged to have committed an abuse are presumed to be innocent pending the outcome of an investigation.

S.C.C. members and employee(s) shall receive orientation/training that outlines their right to protection from abuse and how to make a complaint about an alleged incident of abuse.

## **Management Responsibility**

**Orientation Training:** The club will ensure that every member and employee receives orientation/training, that explains their right to be protected and how to make a complaint about an alleged incident at the time of their registration/employment to S.C.C.

**Process:** S.C.C. Executive Committee of the Board of Directors will appoint a delegate to investigate an allegation of abuse that may have been brought forward. The investigation should be completed within ten (10) calendar days of receiving the complaint pending the availability of persons involved. The delegate will meet with the parties involved upon the completion of the investigation and will communicate the findings to each of the parties.

The S.C.C. Board of Directors may suspend with pay an employee who is alleged to have committed an abuse, pending the outcome of the investigation. The S.C.C. Board of Directors may suspend the privileges of a member pending the outcome of the internal investigation.

### **Employee Responsibility**

Employees shall at all times interact with members, program participants, visitors and other employees in a professional, courteous and respectful manner.

The employee shall immediately report any allegation of abuse (directed at them or brought to their attention) to a member of the Board of Directors. An employee who witnesses an incident of abuse shall immediately report the incident.

**Failure to report an alleged incident of abuse may result in disciplinary action.**

### **Member Responsibility**

Members shall at all times interact with employees, other members, program participants and the public in a respectful and non-abusive manner and shall request that their guests do the same.

### **Reporting**

In the event of an alleged abuse, the employee or member will submit a written complaint and any documentation to a S.C.C. Board member or delegate. The written complaint should be submitted as soon as possible but no less than thirty (30) days after the alleged abuse.

### **Investigation**

The S.C.C. will thoroughly investigate all allegations of abuse. The investigation of alleged abuse shall be undertaken in a manner that respects the confidentiality of the person who has alleged abuse and the person who is alleged to have committed an abuse. In the event of an alleged abuse of a physical or sexual nature, S.C.C. will advise the complainant to notify the police. The individuals (both the victim and the alleged respondent) involved in the incident shall be entitled to support as long as the support person is not adverse in the interest of the complaint.

### **False Allegations**

An employee or member who falsely alleges abuse by another person may be subject to disciplinary action, that can include a written warning up to and including termination of employment or suspension of membership privileges.

### **Resolution**

Upon completion of an investigation, the S.C.C. Executive Committee or designate will discuss with the parties involved in the complaint any possible resolution expected. The resolution should be appropriate to the circumstances and if the parties agree, they will sign an agreement to govern future interactions.

The parties may choose resolution discussions because:

- The relationship between them is important to both of them
- Both parties want a measure of control over the outcome
- Both sides may need the opportunity to be heard in a non-threatening environment

In a situation of a flagrant contravention of the Abuse Policy, the above stated resolution will not be undertaken.

### **Reprisal**

A person who alleges a complaint under this policy should not be penalized for doing so. Protection from reprisal arises not only when a complaint is submitted but also when a person exercises other rights available to them at law.

Persons protected from reprisal include:

- Complainant
- Witnesses
- Advisors
- Representative of the complainant
- S.C.C. investigator
- Decision maker/members of the Board of Directors

If a reprisal is undertaken, the person may be disciplined. The person may have their privileges or employment reviewed up to and including termination.

### **Appeals**

If a person does not agree with the outcome of a complaint, they may choose to appeal. All appeals must be in writing and specify the reasons for the appeal. All appeals must be submitted within sixty (60) calendar days of the final outcome of the complaint.