

CAOAC

VIOLENCE & HARASSMENT POLICY

CAOAC is committed to the prevention of any form of violence or harassment. The officers of the association will take whatever steps are reasonable and deemed as necessary to protect members and guests from violence and harassment in all forms and from all sources.

Violent behaviour and harassment will not be tolerated from any person present at or participating in a CAOAC sanctioned meeting, auction, event, or official capacity (herein "a CAOAC location").

These procedures are implemented to protect members or guests from violence and harassment while legally attending a CAOAC location. Our procedure is a means of summoning immediate assistance and a process for members or guests to report incidents or raise concerns while attending a CAOAC location or acting in an official capacity.

Executive members, officers, at-large members and guests are expected to uphold this policy at all times.

Definitions:

- ❖ Violence is considered as any unwanted or unwarranted touching, aggressive verbal threats or conduct. This includes physical and verbal intimidation.
- ❖ Harassment is considered as any a comment, course of action or conduct that is known or ought reasonably to be known to be unwelcome. This includes (but is not limited to):
 - social isolation
 - invasion of personal affairs
 - stalking
 - gossiping and/or starting rumors
 - excessive criticism or oversight of ones duties
 - slander and/or defamation

Harassment may also relate to any form of discrimination as set out in provincial standards.

Any person at a CAOAC location that is a victim of violence or harassment should report the incident to a member of the executive either verbally or in writing as soon as possible after the alleged incident.

Any person observing violence or harassment of another person should seek out an officer of CAOAC for assistance immediately.

Persons who make a complaint, and those who have provided information regarding a complaint, will not be penalized for doing so when the complaint and participation are in good faith. No member will be retaliated against for bringing their concerns to the attention of CAOAC. Therefore do not allow an inappropriate or unlawful situation to continue by not reporting it, regardless of who is creating that situation.

Any retaliation or reprisal is subject to immediate corrective action, up to and including loss of membership.

Alleged retaliation or reprisals are subject to the same complaint procedures and penalties as complaints of harassment.

CAOAC maintains a "Zero Tolerance" enforcement policy. Any member found, following an investigation, to be in contradiction of this policy will have their membership revoked immediately. The executive may elect to either begin an internal investigation or notify law enforcement for a criminal investigation, or both.

Nothing in this policy prevents, discourages or prohibits a member or guest from filing an application with the provincial standards on a matter related to the provincial legislation. They also retain the right to exercise any other legal avenues that may be available.

Every year following the executive elections in May this document will be signed by all elected officers as a commitment to the general membership. This will occur in front of the membership at the May general meeting.

Signed:

President

1st Vice President

2nd Vice President

Secretary

Treasurer

DATED: