

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").

This policy is 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 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, starting rumours
- excessive criticism
- excessive oversight of one's 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 penalised 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 this document will be signed by all newly elected officers as a commitment to the general membership. This will occur in front of the membership at the annual general meeting.

Date Signed: _____

President _____

1 st Vice President _____

2 nd Vice President _____

Recording Secretary _____

Treasurer _____

Corresponding Secretary _____

Webmaster _____

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Date Signed: Sunday September 17, 2023

President

[Signature]

1 st Vice President

[Signature]

2 nd Vice President

Recording Secretary

David Holland

Treasurer

[Signature]

Corresponding Secretary

Cindy Barnett

Webmaster

[Signature]