

KINGSTON TENNIS CLUB (KTC) **HUMAN RESOURCES
POLICIES & PROCEDURES**

Title Abuse & Harassment Policy	Effective Date June 15, 2016	Page 1 of 13
Policy Number 001	Supersedes	

POLICY STATEMENT

The objective of this policy is to provide a work environment that fosters mutual respect and working relationships free of abuse. Some behaviours that are defined as abuse can also constitute harassment when the behaviour breaches human rights or appropriate relationship boundaries. The Ontario Human Rights Code states that prohibited grounds of discrimination are those that are based on race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status or handicap.

This policy applies to all employees of the Kingston Tennis Club (KTC) as well as to all directors, officers, consultants, volunteers, coaches, athletes, and officials associated with specific KTC activities (collectively referred to in this policy as “members” of the KTC).

The KTC prohibits and will not condone any form of abuse or neglect, whether physical, emotional or sexual, of any participant of any age in any of its programs. The KTC expects every employee and member to take all reasonable steps to safeguard the welfare of KTC participants and to protect them from any form of maltreatment. The KTC encourages the reporting of all incidents of abuse, regardless of who the offender may be.

Allegations of abuse or neglect will be dealt with in accordance with the KTC’s complaint procedures as set out in this policy.

This policy applies to abuse occurring during the course or in conjunction with any KTC business, activities or events.

Notwithstanding this policy, every person who experiences abuse continues to have the right to seek assistance from the police, their provincial child protection authority, and their provincial human rights commission, even when steps are being taken under this policy.

GUIDELINES

1. Abuse is any form of physical, emotional and/or sexual mistreatment or lack of care which causes physical injury or emotional damage. Abuse may be perpetrated by an adult or a child, and the victim may be an adult or a child.
2. Child abuse raises distinct issues and triggers unique legal obligations. A common characteristic of all forms of abuse against children and youth is an abuse of power or authority and/or breach of trust by an adult over a child. In Ontario, a person is considered a child, for purposes of triggering a legal obligation to report child abuse, if this person is under 18 years of age

KINGSTON TENNIS CLUB (KTC)

HUMAN RESOURCES POLICIES & PROCEDURES

Title Abuse & Harassment Policy	Effective Date June 15, 2016	Page 12 of 13
Policy Number 001	Supersedes	

8. Regardless of whether an employee or member of the KTC initiates disciplinary proceedings, the Secretary must consider whether an internal KTC investigation should be conducted, or internal disciplinary proceedings commenced, and determine the appropriate timing of any investigation or proceedings.
9. Any internal investigation conducted by the KTC and any resulting disciplinary proceedings in connection with alleged abuse should be informed by the desirability of:
 - Avoiding or reducing trauma to the victim;
 - Respecting the confidentiality and privacy interests of all affected parties, to the extent possible; and
 - Ensuring fairness to the KTC employee or member against whom a complaint has been made.

Less Serious Incidents

10. Where a less serious incident of abuse is alleged, the allegations must be reported to the most senior employee of the KTC present at the location of the incident or, if no employee is present, to an employee of appropriate seniority who is familiar with the alleged perpetrator and/or the victim. The employee must determine whether, in all the circumstances, the incident should immediately be reported to the Secretary for investigation, or whether the incident may properly be investigated and dealt with on the spot by the employee.
11. If the incident is reported to the Secretary, he or she must consider whether an internal KTC investigation should be conducted, or internal disciplinary proceedings commenced, and determine the appropriate timing of any investigation or proceedings. Such an investigation will generally be informal and expeditious, given the nature of the allegations.
12. If the incident is investigated and dealt with on the spot by the senior employee, the employee must provide a written report to the Secretary immediately thereafter, explaining the facts and the manner in which the incident was dealt with by the employee. If appropriate, the Secretary may initiate a further investigation or disciplinary proceedings.

KINGSTON TENNIS CLUB (KTC)

HUMAN RESOURCES POLICIES & PROCEDURES

Title Abuse & Harassment Policy	Effective Date June 15, 2016	Page 13 of 13
Policy Number 001	Supersedes	

LIMITATION PERIOD :

Should you be involved in or witness an incident of abuse or harassment as described in this policy, you have one (1) year from the date on which the incident occurs in which to file a report to the Officer.

APPROVALS

		Date:
		Date:
		Date:
		Date: