

Prince George Horse Society

Code of Conduct  
and  
Responsibilities

## Table of Contents

2	Introduction:.....	4
3	Reason for a Code of Conduct and Responsibility:.....	4
3.1	This Code identifies those behaviours that:.....	4
4	Application of Code:.....	4
4.1	This Code applies to:.....	4
4.2	The Prince George Horse Society reserves the right to:.....	4
5	Guiding Principles:.....	5
5.1	The Purpose of the Prince George Horse Society:.....	5
5.2	Basic Principles:.....	5
5.3	Mutual Respect and Diversity:.....	5
5.4	A Commitment to Non-violence:.....	5
5.5	A Commitment to Justice and Fairness:.....	5
5.6	Security and Safety:.....	5
5.7	Respect for the Environment:.....	6
6	Standards of Conduct:.....	6
6.1	<i>Examples of behaviours that fall below the standard of conduct</i> .....	6
7	The Society will not tolerate:.....	6
7.1	Abuse of, or disrespect for, the processes of this Code, such as:.....	6
7.2	Abuse: Abuse can be physical, emotional or sexual.....	6
7.2.1	Physical Abuse.....	6
7.2.2	Emotional Abuse.....	6
7.2.3	Sexual Abuse.....	6
7.3	Harassment.....	7
7.3.1	Improper behaviour.....	7
7.4	Sexual Harassment.....	8
7.5	Confidentially.....	8
8	The Process for Dealing with a Complaint:.....	8
8.1	Harassment Complaint:.....	8
8.2	Complaint of Breach of Code:.....	8

8.3	Filing a Complaint:.....	8
8.4	The complaint shall contain:.....	9
9	Bringing the Complaint to the Attention of the Society:.....	9
9.1	Informing the Complainant:.....	9
10	Pursuing the Complaint:.....	9
10.1	Harassment:.....	9
10.2	Breach of Code:.....	10
10.2.1	Investigation by the Investigators will:.....	10
10.2.2	Respondent:.....	10
10.2.3	The Investigators:.....	10
10.2.4	All Investigations:.....	10
10.2.5	Time Limit:.....	11
11	The Investigation Report.....	11
11.1	Recommending Disciplinary Action:.....	11
12	The Discipline Committee.....	12
12.1	The Discipline Committee shall:.....	12
12.2	Imposing Disciplinary Action:.....	12
12.3	Notice of Decision:.....	12
13	Appeals:.....	13
13.1	A Complainant or Respondent who is dissatisfied with the decision:.....	13
13.2	The Notice of Appeal and Request for Hearing:.....	13
13.3	Hearing Notice:.....	13
13.4	Conduct An In Camera:.....	13
13.5	Appeal Panel:.....	13
13.6	Appeal Panel Notice:.....	14
14	Minors:.....	14
14.1	If The Respondent Is A Minor:.....	14
14.2	Attempting An Informal Resolution Of A Complaint:.....	14
15	Definitions:.....	15
15.1	Complainant.....	15
15.2	Respondent.....	15
15.3	Representation.....	15

15.4	Investigator.....	15
15.5	Assistant.....	15
15.6	Investigators.....	15
15.7	Discipline Committee.....	15
15.8	Appeal Panel.....	15
15.9	Investigation Report.....	16
15.10	Responsible Adult.....	16
15.11	Board of Directors.....	16
15.12	Employee.....	16
15.13	Volunteer.....	16
15.14	Guest.....	16
15.15	Invited Individual.....	16
15.16	Public.....	16
15.17	Retaliation.....	16
16	Appendix.....	17
16.1	Example of investigation process.....	17
17	Definition of Harassment and Bullying.....	18
	Canadian Human Rights Commission.....	18
17.1	IDENTIFYING HARASSMENT.....	18
17.1.1	Unwelcome behaviour that demeans, humiliates, or embarrasses.....	18
17.1.2	Unwanted sexual behaviour.....	18
17.1.3	Abuse of authority.....	18
	<b>Public Safety Canada</b> .....	19
18	What is Bullying?.....	19
	<b>Harassment Complaint Form</b> .....	20

## **1 Introduction:**

- a. Prince George Horse Society is committed to providing an environment where people value civility, diversity, equity, honesty, respect and dignity in their direct and indirect interaction with one another.
- b. Each individual has the right to participate and work in an environment which promotes equal opportunities and prohibits discriminatory practices.

## **2 Reason for a Code of Conduct and Responsibility:**

This Code of Conduct and Responsibilities is intended to educate and promote accountability amongst the Board of Directors, Employees and Clients of the Prince George Horse Society.

### **2.1 This Code identifies those behaviours that:**

- a. Diminish the dignity of individuals and groups
- b. Make the facility less safe
- c. Are disruptive to events and the normal day to day operation of the facility

## **3 Application of Code:**

This Code applies to the Board of Directors, Employees, Volunteers, the Public, Guests and invited individuals of the Society's user groups.

### **3.1 This Code applies to:**

- a. Conduct on the grounds operated by the Prince George Horse Society
- b. Events that are hosted by and take place under the control of the user groups of the Society
- c. User groups, who are responsible for the conduct of their guests, the PGHS expects and requires that they discourage inappropriate behaviour.

### **3.2 The Prince George Horse Society reserves the right to:**

- a. Determine whether or not a matter should be addressed under this Code
- b. Take necessary and appropriate action to protect the safety and welfare of individuals who use the facility
- c. Determine whether or not restrictions should be put into place

**The Prince George Horse Society may also invoke, in place of or in addition to its own procedures, civil, criminal or other remedies which may be available to it as a matter of law.**

## **4 Guiding Principles:**

### **4.1 The Purpose of the Prince George Horse Society:**

The Purpose of the Prince George Horse Society is to provide community leadership programs, services for individuals, groups and associations involved in the equestrian sport(s) as well as to encourage the growth, development and promotion of all aspects of the horse industry relating to leisure, education and competition in Prince George and area.

### **4.2 Basic Principles:**

The Prince George Horse Society operates on certain basic principles to ensure the preservation of a safe and peaceful environment. These principles are the basis of the PGHS policies and regulations. They also reflect the rights and responsibilities of the PGHS and accepted standards of conduct within Canadian society which enjoys a high level of freedom and respect for diversity. The PGHS shares and promotes these values and individual members and those involved with the Society have a responsibility to uphold them.

### **4.3 Mutual Respect and Diversity:**

- a. Prince George Horse Society is committed to promoting a culture of mutual respect. PGHS will uphold the rights and freedoms; free from discrimination and harassment, regardless of race, ethnicity, sex, sexual orientation or sexual identity, gender identification, disability, religion, nationality, or politics.
- b. Inherent in this is a rejection of hatred and intolerance of the identities, beliefs and politics of others.

### **4.4 A Commitment to Non-violence:**

All individuals involved and associated with PGHS are expected to adhere to the principles of peace and non-violence. Physical assault of any kind or threat of violence or harm is illegal and will not be tolerated.

### **4.5 A Commitment to Justice and Fairness:**

All rules and regulations regarding conduct for all parties embody the principles of procedural fairness. Processes will be pursued according to established procedures, fairly, responsibly and in a timely way, reflecting the seriousness of any infractions.

### **4.6 Security and Safety:**

- a. The PGHS will act to protect and preserve the security and safety of all members of the Board of Directors, Employees, Volunteers, the Public, Guests and invited individuals of the Society's user groups.
- b. When situations arise in which disagreements or conflict becomes a security concern, the PGHS will invoke appropriate processes to protect the safety and well-being of community members.

- c. Those found in violation of Prince George Horse Society rules, policies, or the law will be subject to the appropriate sanctions, which may extend to immediate removal from the property and/or contact with law enforcement authorities if required.

#### **4.7 Respect for the Environment:**

PGHS is committed to creating and maintaining a secure and sustainable environment where everyone feels a sense of ownership and pride of place. In the broadest sense, everyone is expected to respect the grounds, property and facilities and to support such practices as recycling, waste reduction and energy conservation.

### **5 Standards of Conduct:**

Everyone has rights and responsibilities, in keeping with these rights and responsibilities, everyone associated with the Prince George Horse Society are responsible for conducting themselves in a way that upholds an atmosphere of civility, diversity, equality and respect in their interaction with each other. We all should strive to make the facility safe and support the dignity of individuals and groups and to uphold collective rights and responsibilities.

#### **5.1 Examples of behaviours that fall below the standard of conduct**

***Examples of behaviours that fall below the standard of conduct are provided below. This list is not exhaustive but provides examples of breaches of community standards of conduct.***

### **6 The Society will not tolerate:**

#### **6.1 Abuse of, or disrespect for, the processes of this Code, such as:**

- a. Bringing unfounded complaints with malicious, frivolous or vexatious intent
- b. Failure to comply with the reasonable requests of the Prince George Horse Society
- c. Failure to attend meetings or hearings regarding alleged breaches of this Code
- d. Retaliation against any participant in the Code process
- e. Failure to comply with Code sanctions

#### **6.2 Abuse: Abuse can be physical, emotional or sexual.**

##### **6.2.1 Physical Abuse**

Using physical force or actions that result, or could result in injury

##### **6.2.2 Emotional Abuse**

A pattern of hurting an individual's feeling to the point of damaging their self-respect. It includes verbal attacks on the individual, insults, humiliation or rejection.

##### **6.2.3 Sexual Abuse**

A sexual solicitation or advance made by a person in a position to grant or withhold a benefit or advancement to the person where the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome; or retaliation or a threat of retaliation for the rejection of a

sexual solicitation or advance by a person in a position to confer or withhold a benefit or advancement to the person.

### 6.3 Harassment

Behavior including comments, conduct or gestures which is insulting, intimidating, humiliating, hurtful, malicious, degrading, or otherwise offensive to an individual or group of individuals or which creates an uncomfortable environment, or which might reasonably be expected to cause embarrassment, insecurity, discomfort, offense, or humiliation to another person or group, including, but not limited to: **(for definitions of Harassment and Bullying refer section 16 Appendix page 17)**

- a. *Written or verbal abuse or threats;*
- b. *Physical assault;*
- c. *Unwelcome remarks, jokes, innuendoes, or taunting about a person's body, sexual orientation, attire, age, marital status, ethnic or racial origin, religion, etc.;*
- d. *Displaying of sexually explicit, racist or other offensive or derogatory material, sexual, racial, ethnic or religious graffiti;*
- e. *Practical jokes which cause awkwardness or embarrassment, endangering a person's safety or negatively affecting performance;*
- f. *Hazing or initiation rites;*
- g. *Suggestive obscene gestures;*
- h. *Intimidation;*
- i. *Condescension, paternalism, or patronizing behavior which undermines self-respect or adversely affects performance or working conditions*
- j. *Conduct, comments, gestures or contact of a sexual nature that is likely to cause offense or humiliation or that might, on reasonable grounds, be perceived as placing a condition of a sexual nature on employment or any opportunity for selection, training or advancement;*
- k. *False accusations of harassment motivated by malice or mischief, and meant to cause other harm, is considered harassment;*
- l. *Sexual harassment, as further described in section 7.4*
- m. *Acts of retaliation towards an individual making an harassment complaint as described in section 15.11*

#### 6.3.1 Improper behaviour

- a. *Any improper behaviour that is directed at or offensive to any person, is unwelcome, and which the person knows or ought reasonably to know would be unwelcome or*

- b. Objectionable conduct, comment, materials or display made on either a one-time or continuous basis that demeans, belittles, intimidates or humiliates another person*

## **6.4 Sexual Harassment**

- a. One or a series of incidents involving unwelcome sexual advances, requests for sexual favours, or other verbal conduct of a sexual nature:
- b. When such conduct might reasonably be expected to cause embarrassment, insecurity, discomfort, offense, or humiliation to another person or group;
- c. When submission to such conduct is made either implicitly or explicitly a condition of employment;
- d. When submission to or rejection of such conduct is used as a basis for any employment decision (including, but not limited to, matters of promotion, raise in salary, job security, or benefits affecting the employee);
- e. When such conduct has the purpose or the effect of interfering with a person's work performance or creating an intimidating, hostile or offensive work environment.

## **6.5 Confidentially**

- a. In all reported instances, a prompt, thorough, fair investigation will take place giving careful consideration to protect the rights and dignity of all people involved.
- b. In order to protect the privacy and reputation of all parties involved in a complaint, each person must hold all details of the complaint in confidence throughout all stages of the process.
- c. Only those people involved with complaint will have access to specific information except when disclosure on a "need-to-know" basis is necessary.
- d. No records of a complaint will be placed on the personnel file of an employee unless the remedies involve discipline.

## **7 The Process for Dealing with a Complaint:**

### **7.1 Harassment Complaint:**

If confronting the Respondent is not possible, or if after confronting the Respondent the conduct continues, the Complainant should seek the advice of the Facility Manager (or any Board Member).

### **7.2 Complaint of Breach of Code:**

Any member of the Board of Directors, Employee, Clients of the Prince George Horse Society or the Public can file a complaint alleging a breach of community standards under this Code.

### **7.3 Filing a Complaint:**

- a. The complaint must be in writing with the Complainant's name attached to it. Complaint and Incident Report forms can be obtained from the Facility Manager or from the PGHS website.
- b. An incident report or a security report may constitute a complaint.
- c. Anonymous complaints will not be taken forward.

#### **7.4 The complaint shall contain:**

- a. Name and contact information regarding the Complainant
- b. Name and contact information regarding the Respondent (if known)
- c. Date of the Incident(s)
- d. Location of the Incident(s)
- e. Witness(es) indicating if witness(es) were present during the incident (if applicable)
- a. A statement in writing outlining the details of the incident(s)
- b. Suggestion as to how you would like the incident(s) be resolved.

### **8 Bringing the Complaint to the Attention of the Society:**

When a written and signed complaint is received by the Facility Manager or a Member of the Board of Directors, the complaint will be brought to the attention of the President and at the discretion of the President will appoint an Investigator and Assistant to investigate the complaint.

#### **8.1 Informing the Complainant:**

The Investigator and Assistant shall meet with the Complainant and inform them of:

- a. The options of pursuing an informal resolution of the complaint;
- b. The right to make a formal written complaint under this policy when an informal resolution is inappropriate or not feasible,
- c. The availability of counseling and other resources,
- d. the confidentiality provisions of this policy;
- e. The right to be represented by a person of choice (including legal counsel) at any stage in the complaint process,
- f. Other avenues of recourse, including the right to file a complaint with the B.C. Council of Human Rights or, where appropriate, to contact the police where the conduct may be an offense pursuant to the Criminal Code.

### **9 Pursuing the Complaint:**

Following the initial meeting between the Complainant and the Investigators, any of the following steps may be taken:

#### **9.1 Harassment:**

- a. If the Complainant and the Investigators agree that the conduct does not constitute harassment, the Investigator will take no further action and will make no written record of the complaint.
- b. If the Complainant wished to proceed with a complaint investigation, the Investigators will conduct a formal investigation.

- c. If the Investigators believes that there is sufficiently convincing evidence of harassment prior to an investigation, but the Complainant does not wish to proceed with a complaint investigation, the following steps may be taken:
  - i. If the Complainant wishes to pursue an informal resolution of the complaint, the Investigator will meet with the Respondent with a view to obtaining an apology and an assurance that the offensive conduct will not be repeated;
  - ii. If the Complainant does not wish to pursue an informal resolution of the complaint, the Investigator may, nevertheless, take either of the following steps:
    - A. The Investigators may meet with the Respondent with a view to obtaining an apology and an assurance that the offensive conduct will not be repeated. In the case of a meeting pursuant to this clause, the Investigators will make every reasonable effort to protect the identity of the Complainant. If the Investigators are satisfied that the complaint has been resolved through this informal process, the Investigators will take no further action on the complaint. If the Investigators are not satisfied that the complaint has been resolved through this informal process, then the Investigators may conduct a formal investigation.

## **9.2 Breach of Code:**

When a written and signed complaint is received by the Facility Manager or a Member of the Board of Directors, the complaint will be brought to the attention of the President and at the discretion of the President will appoint an Investigator and Assistant to investigate the complaint.

### **9.2.1 Investigation by the Investigators will:**

- a. Review and clarify the Complainant's written complaint;
- b. Give a written copy of the complaint to the Respondent and the Complainant.

### **9.2.2 Respondent:**

The Respondent will provide a written response to the Investigators within ten (10) days of receiving the written complaint. If there are special circumstances, the Investigators may extend the time for response.

### **9.2.3 The Investigators:**

The Investigators will receive and clarify the response from the Respondent. Within ninety (90) days of receiving the initial written complaint, the Investigators shall conduct an investigation and prepare a written Investigation Report. (The Investigators may extend this time due to circumstances)

### **9.2.4 All Investigations:**

All investigations stemming from this complaint shall follow the principle of natural justice, which states that:

- a. Everyone has the right to a fair hearing in the course of determining whether an infraction has been committed;

- b. The issues should be clearly and concisely stated so that the respondent is aware of the essentials of the complaint;
- c. The respondent has a right to have a representative present his or her case;
- d. Relevant information must be available to all parties;
- e. The respondent has the right to call and cross-examine witnesses;
- f. The respondent has the right to a written decision following the judgment;
- g. The respondent has the right to appeal a decision (if there are grounds);
- h. The decision-maker has a duty to listen fairly to both sides and to reach a decision untainted by bias.

#### **9.2.5 Time Limit:**

In the case of adults there will be a time limit of 1 year (365 days) from the time of the alleged harassment to the time when the complaint is brought forward.

## **10 The Investigation Report**

**The Investigation Report from the Investigators should contain:**

- a. A summary of the relevant facts;
- b. A determination as to whether the acts in question constitute harassment as defined in this policy;
- c. If the act(s) constitute harassment, a recommended disciplinary action against the Respondent.

### **10.1 Recommending Disciplinary Action:**

**When recommending disciplinary action to be taken, the Investigators shall consider factors such as:**

- a. The nature of the harassment;
- b. Whether the harassment involved any physical contact;
- c. Whether the harassment was an isolated incident or part of an ongoing pattern;
- d. The nature of the relationship between the Complainant and the Respondent;
- e. The relative age of the Complainant and/or Respondent;
- f. Whether the Respondent had been involved in previous harassment incidents;
- g. Whether the Respondent retaliated against the Complainant.

## **11 The Discipline Committee**

- a. On completion of the report, the Investigators shall forward a copy of the Investigation Report to the President
- b. The President shall receive the Investigation Report as prepared by the Investigators.
- c. After considering the Investigation Report, the President will strike a Discipline Committee of three (3) people who are deemed to be impartial, nonjudgmental and has no conflict of interest or personal association with any person involved in the complaint.

### **11.1 The Discipline Committee shall:**

- a. Make a determination as to whether the Respondent has engaged in conduct constituting harassment; or the respondent was falsely accused and
- b. If the Discipline Committee determines that Respondent has engaged in conduct constituting harassment, order such disciplinary action to be taken against the Respondent as is appropriate in the circumstances.
- c. If the Discipline Committee determines the respondent was falsely accused, order such disciplinary action against the Complainant as is appropriate in the circumstances.

### **11.2 Imposing Disciplinary Action:**

When imposing disciplinary action against the Respondent or the complainant pursuant to subparagraph 6.16(b), the Disciplinary Committee may impose such disciplinary action as it considers appropriate in the circumstances which may include, but is not limited to:

- a. A verbal apology
- b. A written apology
- c. A fine or levy
- d. Barred from the premises
- e. Removal of certain privileges or employment
- f. Pay cut
- g. Temporary suspension with or without pay
- h. Termination of employment of contract
- i. Probation period with conditions

### **11.3 Notice of Decision:**

The Disciplinary Committee shall, not more than 10 days after it makes its decision will send a notice to the Complainant and the Respondent.

## **12 Appeals:**

An appeal may only be heard if there are sufficient grounds for the appeal. Sufficient grounds for appeal are restricted to the following

- a. The Prince George Horse Society failing to follow procedures set out in the harassment policy
- b. The Disciplinary Committee's decision was influenced by bias
- c. The Disciplinary Committee's decision was based on a misunderstanding of the evidence
- d. The Disciplinary Committee's decision was unreasonable based on the facts and circumstances

### **12.1 A Complainant or Respondent who is dissatisfied with the decision:**

A Complainant or Respondent who is dissatisfied with the decision of the Discipline Committee may initiate an appeal. He or she will serve the President with a Notice of Appeal and Request for Hearing not more than 30 days after the date she or he receives notice of the Disciplinary Committee's decision.

### **12.2 The Notice of Appeal and Request for Hearing:**

The Notice of Appeal and Request for Hearing shall be in writing and shall set out the grounds for appeal, and facts in support of the grounds for appeal.

### **12.3 Hearing Notice:**

The President will have a copy of the Hearing Notice sent by registered mail or courier with a request of signature to the last known addresses of the Complainant and Respondent. The Hearing Notice will be sent at least 30 days in advance of the scheduled Hearing and shall :

- a. Specify the date, time, and location of the Hearing
- b. Set out any rules of procedure that will govern the Hearing
- c. Advise the parties that they should bring with them to the Hearing all relevant witnesses and other evidence they wish to be considered
- d. Advise the parties that they have the right to be represented by counsel at the Hearing; and
- e. Request advance disclosure of evidence/witnesses (this step is optional, and at the discretion of the President)

### **12.4 Conduct An In Camera:**

The President will conduct an in camera meeting of the Directors of the Society to bring forward the complaint, investigative report, disciplinary committee's recommendations, any supporting evidence and strike an Appeal Panel composed of three (3) individuals chaired by the President or designate.

### **12.5 Appeal Panel:**

The Appeal Panel may consider into evidence the Investigator's Report, the Disciplinary Committees decision and any other relevant evidence presented at the Hearing

## **12.6 Appeal Panel Notice:**

Within 10 days after completing a Hearing, the Appeal Panel shall send notice of its decision, by registered mail or courier requiring a signature, to the last known addresses of the of the Complainant and Respondent and report back to directors at the next directors meeting.

## **13 Minors:**

If the Complainant is a minor, the complaint may be brought forward by a "Responsible Adult". The Responsible Adult will have the right to act on behalf of the Complainant throughout the complaint process, including: receiving all notices on behalf of the Complainant; being present at all dealings with the Complainant.

### **13.1 If The Respondent Is A Minor:**

If the Respondent is a minor, the following shall apply: making a complaint;

- a. If the complaint is referred to Investigators for investigation:
  - i. a copy of the written complaint shall be forwarded to a parent or guardian of the Respondent if such person is known;
  - ii. The Respondent shall be advised that he/she has the right to be represented by a Responsible Adult;
  - iii. The Respondent s designated Responsible Adult will have the right to act on behalf of the Respondent throughout the investigation process, including:
    - A. Responding to a written complaint
    - B. Receiving all notices of behalf of the Respondent; and
    - C. Being present at all dealings with the Respondent.

### **13.2 Attempting An Informal Resolution Of A Complaint:**

If the Investigators is attempting an informal resolution of a complaint, the Investigators may speak to the Respondent directly concerning the complaint PROVIDED THAT prior to speaking to the Respondent the Investigators shall inform the Respondent that he/she may have a Responsible Adult present during the meeting.

## **14 Definitions:**

### **14.1 Complainant**

An employee, athlete, coach, official, member or other participant of the Prince George Horse Society activities, who thinks he or she has been harassed

### **14.2 Respondent**

The perpetrator of the action(s) which the Complainant thinks constitutes harassment.

### **14.3 Representation**

A person acting in a supportive role for either the Complainant or Respondent during the informal or formal attempt at resolution; representatives are entitled to observe the proceedings and advise on the form or context of answers during questioning. The Representative will not cross-examine or speak on their behalf.

### **14.4 Investigator**

An individual appointed by the President to investigate the complaint and who is impartial, nonjudgmental and has no conflict of interest or personal association with any person involved in the complaint. Investigator may be appointed from outside of the society.

### **14.5 Assistant**

An individual appointed by the President to collaborate with the Investigator in the investigation the complaint and who is impartial, nonjudgmental and has no conflict of interest or personal association with any person involved in the complaint. Assistant may be appointed from outside of the society.

### **14.6 Investigators**

Investigator and Assistant working together to accomplish the task of investigating the allegation of harassment.

### **14.7 Discipline Committee**

From the Direction of the President a Discipline Committee will be struck and be comprised of three (3) people who are deemed to be impartial, nonjudgmental and has no conflict of interest or personal association with any person involved in the complaint. The President will be the chair of the committee. After the work of the committee has been completed as referred to in paragraph 7 the committee will step down.

### **14.8 Appeal Panel**

In an In Camera Directors meeting of the Prince George Horse Society an Appeal Panel shall be struck and comprised of at least three (3) individuals appointed by the Directors. No members of the Appeal Panel shall have any personal or professional involvement with either the Complainant or Respondent

and no prior involvement with the matter under appeal. The Appeal Panel will be chaired by the President or designate.

### **14.9 Investigation Report**

The product of an investigation completed by the Investigator and Assistant including, but not limited to, a summary of details, determination of harassment, and recommended disciplinary action if harassment is found.

### **14.10 Responsible Adult**

Where the Complainant or the Respondent is a minor, a parent, guardian, or other adult of the minor's choice, who may speak on behalf of the minor Complainant or minor Respondent, as referred to in section 13.

### **14.11 Board of Directors**

A person who has been elected to the Prince George Horse Society through their respective organizations either as the representative or the alternate, as well as any directors at large appointed by the Society for the time being.

### **14.12 Employee**

A person working for the Society either full time or part time or in an interim basis.

### **14.13 Volunteer**

A person who performs or offers to perform voluntary service for or on behalf of the Society or for or on behalf of member organization

### **14.14 Guest**

An invited person, instructor, judge, professional, etc. who attends or participates in an event taking place on the grounds operated by the Prince George Horse Society

### **14.15 Invited Individual**

A person who is participating in an event hosted by a member organization which has undertaken all the responsibilities of ensuring the rules and policies of its parent organization and the Prince George Horse Society are understood by the invited individual are reasonable and under the rules of natural justice.

### **14.16 Public**

The Community or people in general who are on the grounds administered by the Prince George Horse Society.

### **14.17 Retaliation**

Retaliation or threats involving harassment or discrimination cases are not tolerated and will be treated as harassment. Retaliation constitutes the following:

- a. Acts designed to punish an individual who has reported discrimination or harassment
- b. Threats designed to dissuade an individual from reporting discrimination or harassment

- c. Acts or threats to punish an individual who has rejected sexual advances

## 15 Appendix

### 15.1 Example of investigation process

- Review background documentation - policies, procedures, evidence already taken in response to the complaint.
- Inform all parties of the process and timelines.
- Compile questions for interviews.
- Interview complainant, determine if the behaviour meets the definition of workplace harassment. Why? How?
- Interview other parties to the complaint.
- Obtain any corroborating evidence.
- Interview respondent (alleged harasser).
- Assess evidence.
- Prepare investigation report.
- Inform parties of outcomes of investigation.
- Implement actions.

## 16 Definition of Harassment and Bullying

### Canadian Human Rights Commission

#### 16.1 IDENTIFYING HARASSMENT

##### 16.1.1 Unwelcome behaviour that demeans, humiliates, or embarrasses

Harassment is any behaviour that demeans, humiliates or embarrasses a person, and that a reasonable person should have known would be unwelcome. It includes actions (e.g. touching, pushing), comments (e.g. jokes, name-calling), or displays (e.g. posters, cartoons). The *Canadian Human Rights Act* prohibits harassment related to race, national or ethnic origin, colour, religion, age, sex, marital status, family status, disability, pardoned conviction, or sexual orientation.

Disrespectful behaviour, commonly known as "personal" harassment is not covered by human rights legislation. While it also involves unwelcome behaviour that demeans or embarrasses an employee, the behaviour is not based on one of the prohibited grounds named above.

##### 16.1.2 Unwanted sexual behaviour

Sexual harassment includes offensive or humiliating behaviour that is related to a person's sex, as well as behaviour of a sexual nature that creates an intimidating, unwelcome, hostile, or offensive work environment, or that could reasonably be thought to put sexual conditions on a person's job or employment opportunities. A few examples are: questions and discussions about a person's sexual life; touching a person in a sexual way; commenting on someone's sexual attractiveness or sexual unattractiveness; persisting in asking for a date after having been refused; telling a woman she belongs at home or is not suited for a particular job; eyeing someone in a suggestive way; displaying cartoons or posters of a sexual nature; writing sexually suggestive letters or notes.

Sexual harassment is frequently more about power than about sex. It occurs in situations where there is unequal power between the people involved, and is an attempt by one person to assert power over the other. Harassment can also occur when an individual is in a vulnerable position because he or she is in the minority - the only woman, member of a visible minority, aboriginal person or person with a disability - and is, for example, ostracized by colleagues.

##### 16.1.3 Abuse of authority

Abuse of authority occurs when a person uses authority unreasonably to interfere with an employee or the employee's job. It includes humiliation, intimidation, threats, and coercion. It does not include normal managerial activities, such as counselling, performance appraisals, and discipline, as long as these are not done in a discriminatory manner. Abuse of authority unrelated to a prohibited ground is

not covered by human rights legislation. Nonetheless, some employers state in their anti-harassment policies that abuse of authority will not be tolerated.

## **Public Safety Canada**

### **17 What is Bullying?**

Bullying is characterized by acts of intentional harm, repeated over-time, in a relationship where an imbalance of power exists. It includes physical actions (punching, kicking, biting), verbal actions (threats, name calling, insults, racial or sexual comments), and social exclusion (spreading rumours, ignoring, gossiping, excluding) (Pepler & Craig, 2000; Ma, Stewin & Mah, 2001). Boys tend to be more likely to bully and be bullied, usually in the form of a physical attack and exhibition of aggressive behaviour. Alternatively, girls appear to be more prone to indirect bullying in the form of social isolation, slandering and the spreading of rumours (Marcel T. Van der Wal, et al., 2003).

Punching, shoving and other acts that hurt people physically

Spreading bad rumours about people

Keeping certain people out of a group

Teasing people in a mean way

Getting certain people to "gang up" on others

The four most common types of bullying are:

Verbal bullying - name-calling, sarcasm, teasing, spreading rumours, threatening, making negative references to one's culture, ethnicity, race, religion, gender, or sexual orientation, unwanted sexual comments.

Social Bullying - mobbing, scapegoating, excluding others from a group, humiliating others with public gestures or graffiti intended to put others down.

Physical Bullying - hitting, poking, pinching, chasing, shoving, coercing, destroying or stealing belongings, unwanted sexual touching.

Cyber Bullying - using the internet or text messaging to intimidate, put-down, spread rumours or make fun of someone.

Prince George Horse Society  
 PO Box 2881  
 4199 – 18<sup>th</sup> Avenue  
 Prince George, BC, V2N 4T7



Harassment Complaint Form

Name:			
Address:			
Phone no. :			
Date(s) of incident(s)			
Name of Respondent:			
Time(s) and location(s) of incident(s)			
Nature of Offence(s)			
Name(s) of witness(es) if any:			
Suggestion as to how you would like the incident(s) be resolved.			
Complainant's Signature:			
If Complainant is Minor, Guardians Signature:			
Date:			
Name of Person Receiving the Complaint:			
Date:		Time:	