

Annex A

**RECREATION CLUB AND RECREATION ACTIVITY
HARASSMENT PREVENTION AND RESOLUTION POLICY**

Date of Issue: 26 October 2007

Definitions

Harassment

Harassment is any improper conduct by an individual that is directed at and offensive to another person or persons in the workplace and which the individual knew or ought reasonably to have known would cause offence or harm. It comprises any objectionable act, comment or display that demeans, belittles or causes personal humiliation or embarrassment, or any act of intimidation or threat. It includes harassment within the meaning of the *Canadian Human Rights Act (CHRA)*.

Note 1: Where a complaint of harassment involves possible criminal conduct, the Responsible Officer will immediately inform the appropriate police authorities.

NPP Personnel

Where the Harassment Prevention and Resolution Guidelines, dated 12 May 2006, make reference to NPP (Non-Public Property) Personnel, said reference shall be deemed to mean members of recreation clubs or participants to recreation activities who attend the recreation club or recreation activity in their civilian capacity as described in the application section below.

Recreation Activity

Recreation activity means a recreation activity as defined in Canadian Forces Administrative Orders CFAO 50-2 – Recreation. CFAO 50-2 – Recreation defines a recreation activity as an individual component of a program (eg, casual swimming, pee-wee hockey, art club, ceramics, bowling, scouts, guides). For the purposes of this policy, martial arts is also recognized as a recreation activity.

Recreation Club

Recreation club means a recreation club as defined in Canadian Forces Administrative Orders CFAO 50-2 – Recreation and to which CFAO 50-20 – Recreation Clubs applies. CFAO 50-2 – Recreation defines a recreation club as a self-governing, authorized recreation activity operating under the terms and conditions of a constitution approved by the base or station commander.

Responsible Officers

Responsible Officers are:

- The Local PSP (Personnel Support Programs) manager, with respect to the Activity Leader of a recreation activity to whom this policy applies;
- The Activity Leader of the recreation activity, with respect to participants to the recreation activity.

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- The recreation club president for any complaint against a member of a recreation club;

Workplace

Where the Harassment Prevention and Resolution Guidelines, dated 12 May 2006, make reference to workplace, said reference shall be deemed to mean the physical location where the functions and activities of the recreation club or recreation activity take place.

Application

This directive applies to members of recreation clubs and participants to recreation activities who attend recreation clubs and recreation activities in their civilian capacities and not in the course of their employment or services duties.

This directive does not apply to persons covered by the Staff of the Non-Public Funds, Canadian Forces Harassment Prevention and Resolution Policy or the Defence Administrative Orders and Directives, DAOD 5012-0 Harassment Prevention and Resolution.

Policy Direction

Context

Mutual trust, support and respect for the dignity and rights of every person are essential characteristics of recreation clubs and recreation activities' environment. Harassment in certain forms is against the law and it can erode mutual confidence and respect for individuals and can lead to a poisoned environment.

The Harassment Prevention and Resolution Guidelines, dated 12 May 2006, as amended from time to time, are incorporated into this policy, with necessary modifications, as governing guidelines for the prevention and resolution of harassment complaints for recreation clubs and recreation activities.

Where the Harassment Prevention and Resolution Guidelines dated 12 May 2006 cannot be applied to the specific circumstances of the recreation clubs or recreation activities, the complaints may be treated in accordance with the spirit and principles of the Harassment Prevention and Resolution Guidelines dated 12 May 2006 and with such modifications as the circumstances require.

Where the definitions of the Recreation Club and Recreation Activity Harassment Prevention and Resolution Policy are in conflict with the definitions found in the Harassment Prevention and Resolution Guidelines dated 12 May 2006, the definitions of the Recreation Club and Recreation Activity Harassment Prevention and Resolution Policy are to be used.

Policy Statement

Staff of the Non-Public Funds, Canadian Forces is committed to providing respectful recreation club and recreation activity services by promoting the prevention and prompt resolution of harassment. All members of recreation clubs and all participants to recreation activities have the right to be treated fairly, respectfully and with dignity in an environment free of harassment, and they have the responsibility to treat others in the same manner.

Harassment in any form constitutes unacceptable conduct and will not be tolerated. Recreation club members and participants to recreation activities shall not subject any person attending an NPF recreation activity or club to harassment. Where club members and recreation activity participants are found to have subjected other persons to harassment, the Responsible Officer will decide what administrative and restorative action, within his/her authority, is to be taken.

Requirements

The Activity Leaders shall:

- Inform members of the recreation club or participants to recreation activities about behavior that constitutes harassment, their rights and responsibilities under this policy, informal and formal ways of dealing with conflict and harassment and the resources available to them;
- Where the activity takes place on a DND Establishment, and where it is possible to do so on an official CFPSA website, post a notice to the effect that all members of the recreation club or all participants to the recreation activity have a right to participate without harassment, and that all complaints shall be dealt with in accordance with the Recreation Club and Recreation Activity Harassment Prevention and Resolution Policy. The notice shall also indicate that for any concern regarding harassment, the member or participant may contact either the Activity Leader, the Club President or the local PSP Manager, and that the member or participant may consult the Staff of the Non-Public Funds public information website.
- Take immediate steps to stop any harassment they witness or that is brought to their attention;
- Provide the member with a copy of this document together with the Harassment Prevention and Resolution Guidelines dated 12 May 2006, as amended from time to time, upon the member joining the recreation club or the participant attending the recreation activity. Members and participants shall also be provided with the local Harassment Advisor's contact information;
- Once a complaint has been received against a member of the recreation club or a participant to a recreation activity, ensure that the alleged perpetrator and the complainant are not paired together and are separated where possible during their attendance at the recreation club or participation in the recreation activity until the dispute has been resolved;
- In the case of a finding supporting the complaint, suspend the member of the recreation club or participant to the recreation activity found at fault for a period of time deemed fit and appropriate or rescind the individual's membership or participation.

Special Requirements

- All adults charged with providing instruction to minors must undergo police background checks. The costs of these checks will be borne by the instructor.

Authority Table

The following table identifies the authorities for implementing the harassment policy.

The ...	Has/have responsibility and authority to ...
Executive VP PSP	approve recreation club and recreation activity policy and procedures concerning harassment.
Local PSP Managers and Activity Leaders	carry out the responsibilities outlined in the Recreation Club and Recreation Activity Harassment Prevention and Resolution Policy.

Annex B

Anyone who advises an instructor that there is a potential harassment situation and that they do not want to train with another individual because of this situation may refuse to train with that individual without question.