



## TEAM ONTARIO HUMAN RIGHTS POLICY

### Definitions

The following terms have these meanings in this Policy:

- “Complainant” – The Party alleging an infraction
- “Respondent” – The alleged infracting Party

Harassment is a form of discrimination which can include one or more incidents of behaviour such as demands, threats, gestures, innuendoes, remarks, slurs, displays of offensive material, physical or sexual assault or taunting about a person’s body, clothing, habits, customs or mannerisms. Harassment can also include inappropriate or unwelcome attention to or comments on a person’s physical characteristics or appearance. It can also be the refusal to acknowledge the need to accommodate a team member.

Poisoned environments are also included in the policy. This covers situations where harassment is not directed at a specific person but, for example, takes the form of offensive remarks or displays of offensive materials about particular groups of people.

### Team Ontario’s Commitment

Team Ontario is committed to a harassment-free environment. Team Ontario athletes must have the opportunity to compete in a safe and non-threatening environment. Every member of Team Ontario has the right not to be subject to harassment. Each person on the team has the responsibility to do everything he/she can to ensure that there is no harassment or abuse of others. The role of Mission Staff is to ensure that each of our team members including coaches, managers, cultural participants and athletes:

- have a basic understanding of what harassment is;
- understand what to do if you or someone else thinks that he/she are being or has been harassed;
- know that there are people on the Team Ontario Mission Staff who are available to help you deal with any problems that may arise.

Before arriving in Winnipeg, all members of Team Ontario (athletes, coaches, managers and mission staff) will receive Human Rights education.

### Policy

All members of Team Ontario have the right to fair and equitable conditions during the Canada Games without harassment on the grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, same-sex partnership status, family status or disability. Mission Staff have an obligation to respond quickly to incidents of harassment. Team Ontario members who have been harassed or who have witnessed this behaviour can bring forward a formal complaint, as outlined below. Everyone has a role to play in preventing harassment.



### **Application of the Policy**

This policy applies to all members of Team Ontario, which includes but is not limited to all participating athletes, coaches, team managers, cultural participants and members of mission staff. This policy applies to conduct of such members at Canada Games activities and events.

### **Everyone Has a Role To Play**

Team Ontario and the Ministry of Tourism, Culture and Sport (MTCS) want to do what can be done to help prevent harassment of amateur athletes, cultural participants, coaches, managers, mission staff and spectators during the Canada Games. If a complaint is about something that happened prior to the Canada Games, any immediate concerns will be addressed and the complaint will then be referred to the appropriate organization.

### **What to Do If You Are Harassed At the Games**

If you have been harassed, you can address your situation in several ways:

- You may choose to confront the offender, personally and directly, letting him/her know that his/her behaviour is inappropriate and you want it to stop;
- You may approach your coach, manager or Mission Staff to ask to have the problem addressed informally;
- You may wish to seek advice from a designated Team Ontario Human Rights Advisor, available to you 24-hours a day, in Winnipeg (contact information for Advisors will be published daily in the Team Ontario newsletter);
- You may lay a formal complaint under the policy. If you do choose to lay a formal complaint, a Team Ontario Human Rights Advisor will be available to assist you with it.

### **Confidentiality**

Team Ontario recognizes that it can be extremely difficult to come forward with a complaint of harassment and that it can be devastating to be wrongly convicted of harassment. Team Ontario recognizes the interests of both the Complainant and the Respondent in keeping the matter confidential, except where such disclosure is required by law, upon conclusion of the matter or is in the best interest of the public.

Because harassment is a sensitive issue, Team Ontario members are required to keep matters as confidential as possible. However, there are limits. Ask a designated Team Ontario Human Rights Advisor for details. Copies of a complaint form are available from your Mission Staff member or Team Ontario Human Rights Advisor.



## Harassment Complaint Procedure

The Team Ontario Chef de Mission and/or the Assistant Chef de Mission shall conduct a preliminary assessment within 24 hours of receipt of a complaint submission.

The Team Ontario Chef de Mission and/or the Assistant Chef de Mission will determine the complaint resolution method and initiate the activity within 48 hours of receipt of the complaint submission.

There are three possible outcomes (“resolution methods”) of the Chef de Mission and/or the Assistant Chef de Mission’s review of the complaint:

- It may be determined by the Chef de Mission and/or the Assistant Chef de Mission that the conduct does not constitute harassment as defined in this policy, in which case the matter will be closed; or
- The Complainant may decide to pursue an informal resolution of the complaint, in which case the Chef de Mission and/or the Assistant Chef de Mission will assist the complainant and respondent to negotiate an acceptable resolution of the complaint.
- It may be determined that the harassment complaint warrants disciplinary sanctions. For information on disciplinary sanctions, please refer to the Team Ontario Code of Conduct.

Complainants and respondents must be kept apprised of the status of the complaint resolution process.

The Team Ontario Chef de Mission and/or the Assistant Chef de Mission must, in writing, inform the complainant who has allegedly experienced harassment and the respondent of the results of the investigation and of any corrective action(s) that has been or will be taken as a result of the investigation of harassment.

Each timeframe outlined in this policy is considered to be the maximum expected time allowed for each activity, unless extenuating circumstances apply (e.g., a party is unavailable, scope of investigation or complaint expands, etc). Failure to meet suggested timelines, however, does not void the process.



**APPENDIX "A" - CONFIDENTIAL**

**TEAM ONTARIO HARASSMENT COMPLAINT FORM**

I \_\_\_\_\_ participating at the Canada Games with Team Ontario have  
(Name of complainant)  
reasonable grounds to believe that \_\_\_\_\_ of \_\_\_\_\_ has  
(Name of respondent) (team or sport)  
harassed me at \_\_\_\_\_ on or about \_\_\_\_\_  
(address(es) of place(s) where harassment took place) (date(s), time)  
in contravention of Team Ontario's policy on harassment.

The particulars are as follows:

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\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date

**OFFICE USE ONLY**

Received by: \_\_\_\_\_ Date and Time Received: \_\_\_\_\_