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St. Albert!

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# Policy: Sexual Harassment & Abuse Policy

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St. Albert Soccer Association is committed to ensuring our work environment is positive, respectful and safe. We will not tolerate sexual harassment in any form. This policy applies not only to employees, but also to players, team & game officials, members, guests, vendors, members of the public and anyone else doing business with or interacting with St. Albert Soccer Association and its employees. Any person found to have sexually harassed another individual will face disciplinary action, up to and including termination of employment and/or suspension of privileges including attendance at games.

## **Company Commitment**

St. Albert Soccer Association defines sexual harassment as unwelcome sexual conduct that makes a person feel offended, humiliated and/or intimidated. Sexual harassment is a form of discrimination and is prohibited under both federal and provincial human rights codes. Sexual harassment includes, but is not limited to, the following:

### ***Physical Harassment:***

- Leering or inappropriate staring
- Invasion of personal space
- Unwanted physical contact (touching, grabbing, hugging, kissing, etc.)

### ***Verbal Harassment (in person/online/social media):***

- Making offensive or sexual comments about a person based on their physical appearance, gender identity, gender expression, sex or sexual orientation
- Making offensive comments about members of a specific gender or sexual orientation
- Using vulgar, sexual or gender-related humour or derogatory language (such as slurs, jokes or innuendos)
- Asking unwelcomed questions or engaging in unwelcomed conversation about sexual activities
- Spreading sexual rumours
- Using job-related threats or rewards to solicit sexual favours

### ***Non-verbal Harassment (in person/online/social media):***

- Displaying or distributing pornographic or other sexual images, objects, jokes or sayings
- Making sexually suggestive gestures
- Whistling and/or leering

### **Where Can Sexual Harassment Take Place?**

For the purposes of this policy, the workplace or work environment refers to all workplace-related and volunteer-related activities both on the premises and off the premises, including travel, social events, training sessions or conferences. This policy applies to all permanent and temporary employees and volunteers of all levels, to those with whom St. Albert Soccer Association conducts business and at all sites where St. Albert Soccer Association business activities take place.

### **Who Can Be a Victim of Sexual Harassment?**

Anyone can be a victim of sexual harassment, regardless of their sex or gender identity. Conversely, sexual harassment can be carried out by an individual regardless of their sex or gender identity. St. Albert Soccer Association recognizes that sexual harassment may also occur between people of the same sex. What matters is that the sexual conduct is unwanted and unwelcome by the person against whom the conduct is directed.

### **Reporting Process and Procedures**

Employees, volunteers and members may report incidents of abuse or sexual harassment either verbally or in writing.

All incidents of sexual harassment should be reported as soon as possible after experiencing or witnessing an incident. This allows St. Albert Soccer Association to investigate the relevant incident in a timely manner. Complaints should include as much detail as possible, including the name(s) of the individual(s) involved and a description of the incident(s), including actions and/or comments made, place(s), date(s) and time(s).

Incidents of workplace sexual harassment should be reported to the Executive Director (exdir@stalbertsoccer.com) or Coordinator for the league in which the incident occurred (see website under About Us for addresses). St. Albert Soccer Association recognizes that sexual harassment may occur in unequal relationships (i.e., between a supervisor, coach or parent and their employee or player). If the employee's supervisor or reporting contact is the person engaging in the harassment, contact the Executive Director (exdir@stalbertsoccer.com).

All incidents of abuse or sexual harassment will be kept confidential except to the extent necessary to protect workers or players, to investigate the incident and to take corrective action as required by law. Threats, attempts or physical or sexual assault are all criminal offences and can be reported to local authorities.

### **Investigation Process and Procedures**

All investigations will be completed in an appropriate manner and typically within 30 days of the initial complaint unless there are extenuating circumstances that require a longer investigation period.

The individual(s) conducting the investigation will:

- Ensure that the complainant understands the company's procedures for dealing with the complaint.
- Ensure the investigation is kept confidential and remind each party of their confidentiality obligation at the beginning of the investigation.
- Interview the employee/person who experienced the abuse or sexual harassment and the alleged harasser, if the alleged harasser is employed by or a volunteer with St. Albert Soccer Association. If

the alleged harasser is not an employee or volunteer, the investigator will make reasonable efforts to interview the individual.

- Interview any relevant witnesses employed by or volunteer with St. Albert Soccer Association and make reasonable efforts to interview witnesses not employed by or volunteer with St. Albert Soccer Association.
- Collect and review any relevant documents and communications.
- Prepare a written report summarizing the steps taken during the investigation, the allegations of the worker, volunteer or player who allegedly experienced the abuse or sexual harassment, the response from the alleged harasser, the evidence of any witnesses and the evidence gathered. The report must set out findings of fact and conclude about whether sexual harassment occurred.

### **Sanctions and Disciplinary Measures**

Within 10 days of the investigation being completed, the person who allegedly experienced the abuse or harassment and the alleged harasser, if they are an employee, volunteer, player or member of St. Albert Soccer Association, will be informed in writing of the results of the investigation and any corrective action taken or that will be taken to address the abuse or sexual harassment. Anyone who has been found to have sexually harassed another person under the terms of this policy is liable to any of the following sanctions:

- Verbal or written warning
- Suspension
- Dismissal
- Suspension of member privileges
- Reporting of all suspicions of these actions, including child abuse, to law enforcement officials

### **Review of Policy**

St. Albert Soccer Association will review this policy at least once a year or when any gaps or deficiencies in this policy are identified. Employees and volunteers will be notified of any changes made to this policy in a timely manner.

### **Questions or Concerns**

If you require any clarification or would like to discuss any part of St. Albert Soccer Association's Sexual Harassment Policy, please contact [exdir@stalbertsoccer.com](mailto:exdir@stalbertsoccer.com).