SMCC Harassment & Discrimination Escalation and Incident Process

SMCC is committed to maintaining an environment free from harassment and discrimination. This document outlines the procedures for reporting and addressing such issues. All members, volunteers, participants, and staff are encouraged to report any incidents as soon as they occur or are witnessed.

Definitions

Harassment refers to any unwanted and offensive behavior that creates a hostile or intimidating environment, often targeting individuals based on specific personal characteristics or attributes. It can manifest in various forms, including verbal, physical, and psychological actions, and can occur in various settings such as workplaces, educational institutions, or public spaces. Incidents can be isolated incidents or recurring events.

Discrimination refers to the unfair or unequal treatment of individuals based on certain characteristics or attributes. It occurs when someone is treated less favorably than others in similar situations due to their race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, or other protected characteristics. Incidents can be isolated incidents or recurring events.

How To Report

When making a report, please include the following information via email or through the online reporting system:

- Your name (if comfortable)
- Email Address
- Description of the incident(s) including dates, times, and locations
- Names of individuals involved (including witnesses, if any)
- Any evidence or documentation related to the incident

1. **Designated Reporting Contacts**

- Julian Franklin, SMCC Diversity, Equity, and Inclusion Committee Chair
- Chanel Blackwood

  SMCC Programs and Operations Manager

chanel@sponsorshipmarketing.ca

2. Confidential Reporting

SMCC Incident Reporting Form

Confidentiality

SMCC will handle all reports confidentially. Information will be shared only with individuals directly involved in the investigation or resolution of the issue. We are committed to protecting the privacy of all parties involved and will take all necessary steps to ensure that retaliation against those who report concerns is strictly prohibited.

Investigation Process

1. Acknowledgement

Upon receiving a report, we will acknowledge receipt within **five (5)** business days.

2. Investigation

An impartial 3rd party investigator will be assigned to conduct a thorough and fair investigation. This will include:

- Reviewing statements, evidence and documentation.
- Interviewing the complainant, the alleged perpetrator, and any witnesses.
- Evaluating all relevant information.

3. Resolution

The investigator will prepare a report outlining the findings and recommendations. Based on these findings, appropriate actions will be taken, which may include disciplinary actions or changes in existing policies.

Disciplinary Actions

Implementing a zero-tolerance policy for harassment and discrimination means that the organization does not tolerate any form of inappropriate behavior and responds to violations with strict and decisive disciplinary actions. A zero-tolerance approach typically involves immediate and severe consequences for misconduct, aiming to create a safe and respectful environment for all.

Suspension

Suspension of membership or volunteer positions will be initiated to address serious but not necessarily terminal offences, or as an interim action pending further investigation. The reason behind the suspension will be clearly communicated, along with the duration and timeframe be considered reinstated.

Termination

Termination of membership or volunteer position will be initiated to address severe violations where the behaviour is unacceptable and not remedied through lesser measures.

Termination is indefinite unless a set term has been established where membership or volunteer position can be reinstated following a written appeal and pending Executive Committee

approval.

Corrective Measures

Policy and Procedure Review
To prevent future incidents and address any policy gaps, regular reviews and updates of the anti-harassment and discrimination policy will be conducted. SMCC is committed to ensuring that our policies reflect a zero-tolerance stance and are communicated effectively to all members, volunteers and participants.

Enhanced Resources & Awareness
To further reinforce the zero-tolerance policy, SMCC is committed to providing resources recognizing harassment and discrimination and understanding the reporting procedures if an incident does occur.

Communication of Outcomes

SMCC will provide the complainant with a summary of the investigation's findings and any actions taken, while maintaining confidentiality. We are committed to supporting the complainant and any affected individuals including assistance in accessing support services and resources.

Contact Information
For questions or further information regarding these procedures, please direct an email to:

- Julian Franklin, SMCC Diversity, Equity, and Inclusion Committee Chair
- Chanel Blackwood

  SMCC Programs and Operations Manager

  chanel@sponsorshipmarketing.ca