

HARASSMENT POLICY – WYCHWOOD TENNIS CLUB

The Wychwood Tennis Club affirms that respect and dignity between people is a core value of the organization and is committed to maintaining a harmonious workplace and an environment conducive to its mission.

The Wychwood Tennis Club believes that harassment in all its forms undermines the dignity and physical or psychological integrity of the harassed person. Harassment is prohibited, directly or indirectly, by several legal instruments, including the *Charter of Human Rights and Freedoms*, the *Act respecting labor standards*, the *Civil Code of Québec* and the *Act respecting occupational health and safety at work*.

As a result, any harassment against people who work here or use our services is unacceptable and will be sanctioned. Each employee is responsible for helping to maintain a work environment that is free from psychological harassment and the Wychwood Tennis Club is committed to preventing and stopping workplace harassment when such a situation occurs or is made known.

Definition of harassment:

1- "discriminatory harassment": harassment on the basis of any of the grounds enumerated in section 10 of the Quebec *Charter of Human Rights and Freedoms*, namely race, color, sex, pregnancy, sexual orientation, civil status, age except to the extent provided by law, religion, political convictions, language, ethnic or national origin, social condition, handicap or use of any means to palliate this handicap;

2- "psychological harassment": any vexatious conduct manifesting itself, inter alia, by repeated, hostile or unwanted words, acts or gestures, which is detrimental to the dignity or physical or psychological integrity of the person and results in a harmful work environment for the person. A single serious conduct may also constitute psychological harassment if it causes such harm and has a lasting harmful effect on the team member;

3- "sexual harassment": any conduct manifesting itself by words, acts or gestures with a sexual connotation, repeated and unwanted, and which are likely to harm the dignity or the physical or psychological integrity of the person and to create a harmful workplace environment. A single serious conduct can also constitute sexual harassment if it carries such consequences and produces a lasting harmful effect on the person.

Events:

1- Harassment in all its forms may occur between people with different status or between people with the same status.

2- The harassment can be manifested in particular by:

- a. intimidation, threats, blackmail or coercion;
- b. repeated insinuations, unfounded accusations, insults or humiliations, repeated attempts at exclusion or isolation, screaming and shouting;
- c. systematic attacks on normal working conditions, sabotage of work places or instruments needed for work;
- d. the abuse of a position of power or official authority or not to threaten the employment of a person or compromise performance.

3- Sexual harassment can be manifested in particular by:

- a. promises of implicit or explicit rewards made for the purpose of obtaining an agreement on a sexual request;
- b. threats of retaliation, whether implicit or explicit, whether or not they occur, made for the purpose of obtaining an agreement on a sexual request or made as a result of a refusal to comply with such a request;
- c. sexual remarks or behaviors that may reasonably be perceived as having a negative effect on work environment.

What is not harassment:

Relevant interventions associated with the management of the business, performance management or discipline do not constitute harassment. Similarly, healthy and respectful social interactions, as well as jokes accepted by both sides with humor do not constitute harassment.

Mechanism for help and complaint handling:

Any employee who believes that they are the target of inappropriate or malicious acts or behavior may contact **Louise des Rivières-Gendron (louise@tenniswychwood.com)** confidentially to ask her to intervene in order to resolve the situation quickly.

If you still consider yourself a victim, you can file a written complaint to management. You will then need to provide accurate information about the vexatious behavior (s). An investigation will then be undertaken and a decision will be forwarded within 20 days of the investigation. Handling of all complaints is confidential.

Disciplinary Measures

Any employee who breaches the harassment policy will be subject to disciplinary action which could lead to dismissal. The choice of the applicable measure will take into account the severity, consequences and prior record of the employee.