



#### **4: Ethics and Harassment**

Revision Date	Details /Comments
1 March 2017	Re-affirmed by the Board of Directors

Harassment is anyone doing or saying something that makes another person or group of people feel unsafe or uncomfortable. Some examples include: threats, inappropriate jokes, insulting movements, constantly asking someone out on a date, repeatedly asking personal questions after someone has said they don't want to answer, touching someone without asking, physical or sexual assault.

Discrimination is anyone doing something that has a negative effect on a person or group of people because of such things as their physical appearance, religious beliefs, gender, disability, record of offences, sexual identity and/or situation. These rules are for everyone, including staff, volunteers, officials, competitors, board members and people using the programs.

**4 I: Any person feeling harassed or discriminated against or who has witnessed harassment or discrimination has the right to make a complaint. It is important that people report any harassment or discrimination as soon as possible.**

#### **4 II: Steps to making a Complaint**

**Note: all the people involved, whether it is the person being harassed, friends, support people or staff, are expected to keep everything confidential. This procedure does not affect an individual's right to file a complaint with the Ontario Human Rights Commission. Request that the person who is perpetrating the action to stop, be specific, and explain how it makes you feel. If you witness someone else being the victim of harassment or discrimination, talk to a Water Ski Wakeboard Ontario staff person or the person(s) in charge of the event. If they are still making you feel uncomfortable, then you should file a complaint with the Water Ski Wakeboard Ontario President to be presented to the Board of Directors. Keep a written record of the events.**

**Once the President & Board of Directors reviews a complaint, the complaint process shall be initiated to be addressed through an inquiry. Records of the results of the inquiry are private and shall only be shared with the complainant and the President & Board of Directors.**