



Code of Conduct

May 2025

Club Mission Statement

Have Fun, Meet Friends, Keep Fit, Stay Active

Purpose

1. The purpose of this Code of Conduct is to ensure a safe, positive, respectful environment with the Haliburton Curling Club's (HCC) programs, activities and events, by making all individuals aware that there is an expectation of appropriate behaviour, consistent with the values of the HCC.
2. This policy is applicable to all individuals entering the Haliburton Curling Club including members, league representatives, volunteers, managers and administrators, members of the Executive Board, employees, contract personnel, parents of minor members, guests, and school representatives including teachers and coaches.
3. All individuals have a responsibility to abide by the stipulations, listed below, through their actions, words, activities and communications, both verbal and written.
4. This policy also applies to conduct that may occur outside of the club when such conduct is detrimental to the image and reputation of the Haliburton Curling Club.
5. The Haliburton Curling Club feels that a positive curling experience is of paramount importance and that competitive aspects of the sport cannot override this experience.

Awareness

Members will be made aware of the existence of the Code of Conduct as part of membership registration. Club hosted bonspiel organizers will make participants aware of the existence of the Code of Conduct in the sign-up process. The Code of Conduct will be posted on the HCC website in a prominent location.

Responsibilities

All individuals have a responsibility to abide by the following stipulations through their actions, words, activities and communications, both verbal and written. This refers to actions that may be intentional or not and to activities that one ought reasonably to know to be offensive or unwelcome.

- a) Maintain and enhance the dignity and self-esteem of all club members and other individuals by:
 - Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, gender, gender identity, ancestry, colour, ethnic or racial origin, nationality, sexual orientation, age, marital status, religion or disability

- Focusing comments or criticism appropriately by avoiding confrontational behaviour
 - Consistently demonstrating the spirit of sportsmanship, sports leadership and ethical conduct
 - Acting, when appropriate, to prevent or correct practices that are discriminatory
 - Consistently treating individuals fairly and reasonably
 - Ensuring the rules of curling and the spirit of such rules are adhered to, as defined by the Curling Canada Association and posted within the club and on the club website
- b) Comply with the law and intent of the laws. Avoid any action which may be construed as fraud, bribery, or any form of undue influence.
- c) Refrain from any behaviour that constitutes harassment, where harassment is defined as unwelcome words or actions that are known or should be known to be offensive, embarrassing, humiliating or demeaning to an individual or group of individuals. It can also include behaviour that intimidates, isolates or even discriminates against the targeted individual(s). Types of behaviour that constitute harassment include, but are not limited to:
- Written or verbal abuse, threats or outbursts or bullying, including making remarks, jokes or innuendos that demean, ridicule, intimidate, or offend
 - Confrontational behaviour
 - Displaying or circulating offensive pictures or materials in print or electronic form
- d) Repeated offensive or intimidating phone calls or e-mails. Refrain from any behaviour that constitutes sexual harassment, where sexual harassment is defined as unwelcome words or actions associated with sex, sexual orientation, gender identity, or gender expression that are known or should be known to be offensive, embarrassing, humiliating or demeaning to an individual or group of individuals. It can also include behaviour that intimidates or isolates individual(s). Types of behaviour that constitute sexual harassment include, but are not limited to:
- Unwelcome touching, sexual flirtations, advances or propositions
 - Rough or vulgar humour or language related to sexuality, sexual orientation or gender
 - Displaying or circulating pornography, sexual images, or offensive sexual jokes in print or electronic form
 - Leering or inappropriate staring or invading personal space or demanding hugs, dates, or sexual favours
- e) Making gender-related comments about someone's physical characteristics, mannerisms, or conformity to sex-role stereotypes. Refrain from any behaviour that constitutes violence, where violence is defined as the exercise of, or attempt to exercise, physical force by a person against an individual, that causes or could cause physical injury to the individual; or a statement or behaviour that it is reasonable for an individual to interpret as a threat to exercise physical force against the individual, that could cause physical injury to the worker. Prohibited actions include physical assault, sexual assault, and domestic violence.
- f) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities

- g) Take reasonable steps to manage the responsible consumption of alcoholic beverages in social situations associated with club events
- h) Respect the property of others and not willfully cause damage nor commit theft
- i) Not retaliate or escalate any alleged violation of the Code of Conduct, nor initiate reprisal against an individual who has reported a violation
- j) Immediately leave HCC if requested by Bonspiel Official, Board Member, Convenor or other person of designated authority,
- k) Intervene, as appropriate, to deescalate a situation, reporting the incident quickly to a Board Member, Bonspiel Official or other person of designated authority.

Complaints Procedure

Any member of the club or individual associated with the Haliburton Curling Club who feels they have been harassed or discriminated against, or has been the recipient of any other perceived breach of this policy, is encouraged, if comfortable, to first make a direct request to the alleged perpetrator to stop the offensive behaviour.

If the offending actions persist, or the individual is not comfortable with approaching the alleged perpetrator, the individual is encouraged to quickly bring the matter to a league representative or to any member of the Board for possible intervention and resolution. They, in turn, will engage the President in determining the best approach for next steps. Failing that the individual needs to lodge a written complaint to the President in order to initiate an investigation. If the President is unavailable then the Vice-President can be approached and will act fully as back-up in all aspects of these procedures. If there is no Vice-President, then the Past-President can act as back-up.

The complaint will be investigated in such a way as to maintain the dignity and respect of all individuals involved and to bring the matter to a fair and acceptable resolution. At no time is an individual to be penalized in any manner for bringing forward an issue or participating in an investigation.

The President can initiate immediate interim disciplinary and/or remedial action as the situation is warranted pending the outcome of the investigation.

The President will assign an investigator. The investigator can be a Board Member, a Club Member, or an external party. The person conducting the investigation must not have been involved in the incident or complaint and must not be under the direct influence of the alleged perpetrator, e.g. Committee Lead, Skip, contract negotiator, close friend.

The investigator will:

- Plan and conduct the investigation
- Interview the complainant
- Identify and interview any possible relevant witnesses
- Collect and review any associated documents
- Take detailed notes
- Write a final report with findings and recommendations to be presented to the President,

or a Board Committee, if required

- Complete the investigation in as timely a fashion as possible, aiming for resolution within 30 days or less
- Keep the investigation confidential. Instruct the individual who raised the complaint, the alleged perpetrator and witnesses not to talk to others about the investigation unless it is necessary to obtain advice or counselling

If required, a Committee comprised of three long-standing service Club members (who may or may not be Board members), will be set up by the President to receive the investigator's report and all supporting documents and to hold a hearing to make a final determination on guilt and penalties. The Committee will consult with the parties with respect to:

- a) date, time and duration of the hearing;
- b) names of any witnesses to be called; and
- c) the documents which are to be submitted.

d) The panel will make every effort to convene a hearing within thirty (30) days of the receipt of the request.

Either party may be accompanied by an advisor, at their own cost. In the event that one party does not appear at the meeting despite reasonable notice, the Committee may proceed with the hearing in their absence.

Upon completion of the hearing, the Committee will provide its findings to the parties in writing within thirty (30) days.

If the Committee finds that the suspect's conduct has fallen within the definition of personal or sexual harassment, discrimination or bullying, or any other Code of Conduct breach as outlined in this policy, it will recommend to the President of the Board that disciplinary and/or remedial action be taken. Those actions may include a reprimand, suspension, demotion, dismissal, expulsion, or such actions as may be deemed appropriate.

Sanctions

Sanctions may include, but are not limited to:

- a) A recommendation that a person's membership be revoked with or without financial reimbursement
- b) Temporary or permanent suspension from employment with the HCC, or from participation in some or all of the activities over which HCC has jurisdiction
- c) The imposition of temporary or permanent conditions for continued membership or employment with HCC, or participation in activities as the Committee and President may view as appropriate in the circumstances
- d) The issuance of a warning and/or reprimand
- e) Acknowledgement and apology

Risk Assessment

On a yearly basis the HCC Board will conduct a risk assessment to determine the effectiveness of the Code of Conduct, making changes as risks are identified.

Record Keeping

The President shall keep a secure record of every incident. Even if a fulsome investigation is not required, a note should be made of the alleged concern, the individual against whom the complaint was made, the date, and the resolution. Due to the personal and confidential nature of the content, the logs of the raised concerns and investigations and all related notes from investigations are to be kept in a separate locked cabinet or drawer at the Club. Access will be limited to the President, Vice-President and Past-President.

Confidentiality

Confidentiality of the individuals reporting concerns and all other individuals involved in the investigation, whether potential perpetrators or witnesses, must be respected at all times. Information provided about a complaint will not be disclosed except as necessary to protect individuals, to investigate the complaint and to take corrective action.

While the investigation is on-going, the individual who has allegedly experienced the Code of Conduct breach, the alleged perpetrator and any witnesses should be advised to not discuss the incident or complaint or the investigation with each other or other individuals unless necessary to obtain advice about their rights. The investigator may discuss the investigation and disclose the incident or complaint-related information only as necessary to conduct the investigation.

To the extent possible, reports, complaints, witness statements and other documents produced under these guidelines shall be held in safekeeping in the Club with limited access.