

**Bullying, Harassment and Discrimination****1. Purpose**

The purpose of this policy is to ensure all persons engaged in the activities, meetings and events (“activities”) of the Vancouver Electric Vehicle Association (“VEVA”) are treated with dignity and respect.

**2. Scope and Definitions**

This policy shall apply to **all directors, officers, members, volunteers, employees and contractors** of VEVA for the term of their service, membership, or other such period as stated herein, engaged in the VEVA activities from time to time (collectively referred to hereinafter as “**Individuals**”).

**3. Policy**

- 3.1 VEVA is committed to providing a collegial, civil and courteous environment where all persons engaged in VEVA activities are treated with dignity and respect.
- 3.2 Individuals engaged in VEVA activities have the right to participate in an atmosphere that is free from bullying, harassment and discrimination.
- 3.3 Bullying, harassment and discrimination are unacceptable and will not be tolerated in VEVA activities.
  - 3.3.1 All suspected incidents of bullying, harassment and discrimination must be reported promptly to an uninvolved Director of the VEVA Board of Directors (the “Board”) and will be taken seriously.
  - 3.3.2 Persons engaging in such behaviour may be subject to sanctions, remedial, disciplinary and other corrective action.
- 3.4 Discrimination means discrimination under the Human Rights Code, RSBC 1996, c. 210 as amended (the “Code”) which includes discrimination in the accommodations, services and facilities customarily available to the public by VEVA and in employment. Discrimination under the Code may include the role or intended role of a person on the Board and on VEVA Committees, and in VEVA activities.
  - 3.4.1 Discrimination includes sexual harassment, which means conduct or comments of a sexual nature that are unwelcome and detrimentally affect the member or volunteer environment, or, lead to adverse role-related consequences.
  - 3.4.2 Sexual harassment includes, but is not limited to, such things as:
    - a) Unwanted touching;
    - b) Unwelcome sexual flirtations, advances or propositions;
    - c) Sexually suggestive, obscene or degrading comments or gestures;
    - d) Offensive jokes of a sexual nature;

**Bullying, Harassment and Discrimination**

- e) Leering or staring;
  - f) Displaying or circulating pictures or other material of a sexual nature; or
  - g) Unwelcome questions or remarks about a person's sex life, appearance, or clothing.
- 3.5 Bullying and harassment includes any inappropriate conduct or comment by a VEVA Individual towards another VEVA Director, committee member, employee, volunteer, contractor or member, or to a member of the public which the person knew, or reasonably ought to have known, would cause that individual to be humiliated or intimidated.
- 3.5.1 This definition excludes any reasonable action taken by an authorized representative of VEVA relating to the management and direction of VEVA members or volunteers or relating to the management of VEVA activities.
- 3.5.2 Examples of bullying and harassment include, but are not limited to, such things as:
- a) Words, gestures, actions or practical jokes, the natural consequence of which is to humiliate, ridicule, insult or degrade;
  - b) Visual conduct such as derogatory or sexually oriented posters, photography, cartoons, drawings, e-mail, social media, faxes or gestures;
  - c) Threats or intimidation;
  - d) Cyber bullying;
  - e) Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work directed at an Individual because of the Individual's sex or other protected characteristic; or
  - f) Persistent rudeness, taunting, malicious gossip, patronizing behaviour, vandalizing belongings, or other conduct that adversely affects working conditions or participation performance.
- 3.6 All Individuals engaged in VEVA activities must:
- 3.6.1 Not engage in the bullying, harassment or discrimination against others;
  - 3.6.2 Report using the procedures outlined in this Policy, if bullying, harassment or discrimination is observed or experienced; and
  - 3.6.3 Apply and comply with this Policy.
- 3.7 Complaints and reports of bullying, harassment or discrimination are confidential and sensitive matters.
- 3.7.1 Confidentiality is required so those who may have experienced bullying, harassment or discrimination will feel free to come forward, and the reputations and interests of those accused are protected.
  - 3.7.2 All Individuals involved in a bullying, harassment or discrimination complaint or report must maintain the confidentiality of any information they receive during the course of the investigation process. Anyone breaching confidentiality may be subject to disciplinary and corrective action.

**Bullying, Harassment and Discrimination**

- 3.7.3 Subject to disclosure that is required by law or is necessary to investigate or resolve a complaint or report, VEVA will make every effort to keep any information pertaining to the complaint confidential.
- 3.8 Retaliation of any kind against a VEVA Individual engaged in VEVA activities, or any other person who, in good faith, files a complaint or report of bullying, harassment or discrimination, will not be tolerated.
- 3.9 Complaints or reports of bullying, harassment and discrimination are serious matters. VEVA Individuals engaged in VEVA activities who are found to have made frivolous, vexatious or malicious complaints of bullying, harassment or discrimination may be subject to remedial, disciplinary and corrective action.

**4. Procedures****4.1 Complaint Report and Investigation – Informal Resolution:**

- 4.1.1 A person who feels that s/he has been subject to, or who has observed, bullying, harassment or discrimination in VEVA activities (the “Complainant”) is encouraged to begin by approaching the Respondent, informing the Respondent of his/her discomfort with the behaviour, and asking the Respondent to stop. While this is often the simplest and most effective way to end the bullying, harassment and discrimination, the Complainant or observer is not obligated to confront the Respondent.
- 4.1.2 If the bullying, harassment or discrimination from the Respondent does not stop, or if the Complainant or observer does not feel comfortable approaching the Respondent directly, the Complainant or observer must proceed to file a formal complaint or report.

**4.2 Complaint Report and Investigation – Formal Complaint or Report:**

- 4.2.1 A formal complaint or report may be made either orally or in writing to any VEVA Executive Officer, defined as the President, Secretary, Treasurer or other member designated from time to time having authority within VEVA.
- 4.2.2 The formal complaint or report should provide as much information as possible, such as the names of people involved, witnesses, where the events occurred, when they occurred, and what behaviour and words led to the complaint. Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, may also be submitted.
- 4.2.3 The Executive Officer receiving the complaint will appoint an Investigator, who shall be provided with a copy of this Policy and shall follow the investigation procedure set out below.

**Bullying, Harassment and Discrimination**

4.2.4 All complaints and reports will be taken seriously and will be dealt with fairly and promptly.

**4.3 Investigation Procedure:**

4.3.1 If the subject matter of a complaint or report fits within the definition of bullying, harassment or discrimination, it will be investigated. The investigation will be undertaken in an unbiased and fair manner.

4.3.2 Both the Complainant(s) and the Respondent(s) are entitled to a fair and unbiased investigation. The investigator will interview the Complainant(s), the Respondent(s), and any other witnesses the investigator believes may have information relevant to the complaint or report. The investigator shall interview the Complainant first in order to clarify and understand the complaint. The investigator will review any documents s/he considers relevant. The Respondent(s) will be given the details of the complaint or report and will be provided with a reasonable opportunity to respond.

4.3.3 All investigation proceedings will be documented and, when the investigation is completed, the Investigator will prepare a report of findings with recommendations. The Investigator will forward the completed report to the President or the President's delegate. The President or the President's delegate will ensure the report is stored in a manner that maintains its confidentiality.

4.3.4 In a situation where the President is a Respondent, the Investigator's report will be provided only to the Secretary or the Secretary's delegate, and if both are Respondents then to a person as determined by the Board.

4.3.5 A complaint with merit must be brought to an *in-camera* meeting of the Board that excludes the Respondent(s), if applicable.

4.3.6 If a complaint or report is found to have merit, then appropriate remedial, corrective or disciplinary action will be taken. This action may include education and training, expulsion from VEVA membership or formal disciplinary and corrective action.

**5. Monitoring**

The Board will review this Policy annually, including monitoring adherence to its provisions and determining whether any changes or revisions are required.

**6. Document Control**

<i>Original approved</i>	To be Approved by Board in final form	March 30, 2020
<i>Revision approved</i>	Added when it happens	<date>