

Organization:	Fit Active Beautiful Foundation	Policy No.	CE02-06
Policy Type:	Code of Conduct and Ethics	Approved Date:	January 26, 2025
Policy Title:	Anti-Bullying and Harassment Policy	Effective Date:	January 26, 2025

**FIT ACTIVE BEAUTIFUL FOUNDATION
ANTI-BULLYING AND HARASSMENT POLICY**

PURPOSE

The Anti-Bullying and Harassment Policy aims to provide a safe, respectful, and inclusive environment for all employees, volunteers, board members, and participants of Fit Active Beautiful Foundation (“FAB”). Bullying, harassment, and any form of abusive behavior will not be tolerated.

DEFINITIONS

Bullying: Repeated, unreasonable behavior directed towards an individual or group that creates a risk to health and safety.

Harassment: Unwanted behaviour affecting the dignity of individuals, including verbal, physical, or non-verbal abuse based on personal characteristics. The behaviour may include conduct, comments or gestures that are insulting, intimidating, hurtful, degrading or otherwise offensive or embarrassing.

Examples of harassment include but are not limited to:

- written or verbal abuse or threats
- physical assault
- unwanted remarks, jokes, innuendos, or taunting about a person’s body, sexual orientation, gender identity, attire, age, status, ethnic or racial origin, religion, etc.
- displaying of sexually explicit, racist or other offensive or derogatory material or graffiti
- practical jokes which cause awkwardness or embarrassment
- hazing or initiation rights
- leering or obscene gestures
- intimidation or threats of retaliation for reporting harassment
- condescension or patronizing behaviour which undermines self-respect or adversely affects performance
- false accusations harassment motivated by malice or mischief

SCOPE

This policy applies to all individuals associated with FAB, including employees, board members, volunteers, coaches and participants.

RESPONSIBILITIES

All FAB directors and officers are responsible for ensuring compliance with this policy.

The FAB Secretary is responsible for ensuring this policy is reviewed and approved by the Board at least annually.

The FAB Executive Director is responsible for addressing any complaints promptly and confidentially.

All FAB employees and volunteers are responsible for treating everyone with respect and reporting any incidents of bullying or harassment.

PROCEDURES

Reporting Procedures

- Incidents should be reported to the Executive Director using the FAB Incident Report Form.
- All reports will be taken seriously and investigated promptly.
- Reports will be handled discreetly to protect all individuals involved.

Investigation Procedures

- Investigations will be conducted impartially (i.e. free from bias or favoritism) and confidentially.
- Both the complainant and the accused will have the opportunity to present their perspectives. Witnesses will also be interviewed.
- Detailed notes on interviews and findings will be maintained.
- Evidence will be assessed to objectively determine if the claim is substantiated.
- Appropriate corrective actions will be taken if misconduct is found. Corrective action may include verbal or written warnings, suspension or termination.
- The complainant and the accused will be informed of the outcome of the investigation.

- Retaliation against individuals who report incidents is strictly prohibited.

RELATED DOCUMENTS

- FAB Incident Report Form

REVIEW AND REVISIONS

The Anti-Bullying and Harassment Policy shall be reviewed by the Board at least annually. Any amendments must be approved by the Board.