

Organization:	Fit Active Beautiful Foundation	Policy No.	CE02-06
Policy Type:	Code of Conduct and Ethics	Approved Date:	April 21, 2026
Policy Title:	Anti-Bullying and Harassment Policy	Effective Date:	April 21, 2026

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.

FAB is committed to providing an environment free from bullying and harassment, including conduct based on protected grounds under the Ontario Human Rights code. This commitment supports a safe and confidence-building environment, particularly for youth participants.

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. Harassment may occur as a single incident or a pattern or behaviour and may include conduct, comments or gestures that are insulting, intimidating, hurtful, degrading or otherwise offensive or embarrassing.

Harassment may occur in any FAB-related environment, including programs, events, meetings, and communications (including email, text and social media).

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 rites
- 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 or complaints made in bad faith or with malicious intent

Reasonable direction, coaching or performance feedback provided in a respectful manner does not constitute bullying or harassment.

SCOPE

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

This policy applies to all FAB-related activities, including training sessions, events, meetings, off-site activities, and all forms of communication.

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.

Coaches, staff, and board members who become aware of potential bullying or harassment are expected to take appropriate action, including addressing the behaviour or reporting the concern.

PROCEDURES

Reporting Procedures

- Incidents should be reported to the Executive Director using the FAB Incident Report Form.
- If the complaint involves the Executive Director, or the individual is not comfortable reporting to the Executive Director, the concern may be reported to the Board Chair.
- All reports will be taken seriously and investigated promptly.
- Reports will be handled discreetly to protect all individuals involved.
- Where appropriate and with agreement with the complainant, concerns may be addressed through informal resolution (e.g., coaching, education, or facilitated discussion), provided the situation does not involve serious misconduct.

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. Any form of retaliation will be treated as a serious violation of this policy.
- FAB will make reasonable efforts to review and respond to complaints in a timely manner.
- All complaints, investigations, and outcomes will be documented and retained.
- Where concerns involve FAB participants, FAB will take age-appropriate steps, including involving parents or guardians where appropriate.

RELATED DOCUMENTS

- FAB Incident Report Form
- FAB Health and Safety Policy
- FAB Health and Safety Procedures

REVIEW AND REVISIONS

The Anti-Bullying and Harassment Policy shall be reviewed by the Board at least every two years, or more frequently if required. Any amendments must be approved by the Board.