



# UCanDance Harassment Policy

Sources: Safety and Harassment Policy 2007

Approved by committee 22 April 2012 to replace 2007 policy

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This policy outlines UCanDance's commitment to maintaining an environment free from harassment, and outlines the club's processes for handling harassment complaints.

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## General

- 1 UCanDance is committed to creating and maintaining a social dance environment that is free from any form of harassment. The club regards harassment of any kind as completely unacceptable and acknowledges that it seriously undermines the atmosphere of trust and respect that is essential to a healthy environment.
- 2 Harassment includes using language, visual material or physical behaviour in a way that is unwelcome, hurtful or offensive to another person and either through repetition or because of its significant nature has a detrimental effect on that person. Harassment may be of a sexual nature or based on gender, marital status, religion, ethnic or national origin, sexual orientation or any other grounds.
- 3 Two members of the Executive Committee shall be appointed as Harassment Officers in the first Executive Committee Meeting of each year. They shall generally be, but are not required to be, of each gender. The role of the Harassment Officers is to be an approachable contact point for harassment complaints, and to monitor members' concerns and handle all complaints with common sense and sensitivity.
- 4 The club will make members aware of the identity of the harassment officers, and occasionally make announcements that harassment will not be tolerated and that the club has powers to deal with problems should they arise. The club will ensure that the rights of all parties to harassment complaints processes are observed at all times.
- 5 The club will handle harassment in line with the University harassment policy and with the club's constitution (refer to UCSA's code of ethics and the disciplinary clause (clause 1.6) of the UCSA constitution).

- 6 Harassment complaints can be made to any member of the Executive Committee. If made to a harassment officer, they should be handled directly. If made to another member of the Executive Committee, the committee member shall first ask the complainant whether the matter can be referred to a harassment officer, after which they shall either refer it or handle it directly, as requested. The person handling the complaint shall hereafter be known as the 'complaint handler'.
- 7 Any complaints will be kept in strict confidence and no action shall be taken without the permission of the complainant. The complaint handler will ask permission from the complainant to inform the President, Vice-President, other harassment officer(s) and any other person deemed necessary. The identity of the alleged harasser will also be kept in strict confidence, unless disciplinary action under clause 20 of the Constitution or expulsion under clause 8 of the Constitution is recommended by the complaint handler, at which point the Executive Committee will be informed. The club is open to complaints of misconduct should it be believed that the club has dealt with harassment in an inappropriate manner.
- 8 The complaint handler will make one of the following recommendations to the President and Vice President, who will assist the complaint handler in deciding what, if any, action will be taken:
  - a. Do nothing (if requested by the complainant)
  - b. Issue a friendly warning to the alleged harasser that their behaviour is unacceptable and that further action will be taken if it continues, or that it has prompted a complaint and that the club is investigating the complaint.
  - c. Refer the matter to the University Grievance Advisor.
  - d. Initiate club disciplinary procedures to censure or ban a member.