



**CLUB DE YACHTING**  
**PORTAGE CHAMPLAIN INC.**  
**Hull Marina**

**POLICY**  
**AGAINST**  
**PSYCHOLOGICAL OR SEXUAL**  
**HARASSMENT**



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## Objective

The objective of this policy is to provide a respectful environment for employees, members, and persons using the marina and to address potential psychological or sexual situations of harassment.

The Hull Marina is committed to fostering a harassment-free environment where all employees, members and visitors are treated with respect and dignity.

Psychological or sexual harassment at the Hull Marina is not tolerated. An employee, a member or a visitor found to have committed harassment may be subject to severe disciplinary action including being expelled from the marina.

The Hull Marina does not tolerate any form of psychological or sexual harassment within its organization, from:

- Managers;
- Colleagues;
- Employees; and
- Any individual associated with the marina: agent, client, user, supplier, visitor or other.

## Scope

This policy applies to all individuals identified above and to all level of the organization within its own premises or in any of the following context:

- On site of the marina;
- Common areas;
- Any other sites where personnel must operate in the confine of their functions (ex. meetings, training, travels, social activities organized by the marina); and
- Any communication by any means, technological or other.

## Definition:

Psychological or sexual harassment is normally a series of incidents but can be one severe incident which has a lasting impact on the individual.

Psychological or sexual harassment can appear in various forms including but not limited to:

- Offending or humiliating someone physically or verbally;
- Threatening, isolation, cyber intimidation or intimidating someone in various ways;



- Making improper conduct by an individual, that is directed at and offensive to another individual and that the individual knew or ought reasonably to have known would cause offence or harm;
- It comprises objectionable act(s), comment(s) or display(s) that demean, belittle or cause personal humiliation or embarrassment, and any act of intimidation or threat; and
- It can also include harassment based on race, national or ethnic origin, color, religion, age, sex, sexual orientation, marital status, family status, disability and pardoned conviction, handicap or the use of apparatus to assist with the handicap.

Sexual Harassment may be:

- Offensive or humiliating behavior that is related to a person's sex;
- Behavior of a sexual nature that creates an intimidating, unwelcome, hostile or offensive work environment;
- Behavior of a sexual nature that could reasonably be thought to put sexual conditions on a person's job or employment opportunities;
- Words, jokes or images of sexual connotation by any means, technological or otherwise; and
- Any form of uncalled for sexual connotation attention or advance, for example:
  - Repeated solicitation;
  - Looks, kissing or touching; and
  - Sexist insults, vulgar vocabulary.

The notion of harassment must be distinguished from other situations such as personal conflicts, work related stress, difficult professional constraints or the normal exercise of management rights (management of work presence, work planning, disciplinary measures, etc.).

## Reporting Harassment

- ✓ If you believe that you have been harassed, you are encouraged to make it known to the other person as soon as possible in an attempt to resolve the problem. The earlier the problem is addressed and discussed, the better the chance of it being resolved and the inappropriate behaviour stopped.
- ✓ If the problem is not resolved, or if you feel you cannot speak directly to the other person, you should notify your supervisor, or the manager at the next level.
- ✓ A complaint may be verbal or in a written form. The allegations and the details of the incident must be precise as much as possible to a prompt intervention to stop the situation.



- ✓ A person who is a witness to a situation of harassment is also invited to report it to a person designated below.

## **Intervention Principles**

The marina is committed to:

- ✓ Take charge of the complaint or the reporting without delay;
- ✓ Respect the dignity and privacy of persons involved, in other words, the person who made the complaint, the person who is the subject of the complaint and witnesses;
- ✓ Ensure that all persons involved are treated with humanity, fairness and objectivity and that supporting staff be made available to assist them;
- ✓ Protect the confidentiality of the intervention process, particularly all information relative to the complaint or the reporting;
- ✓ Offer to the persons involved to hold, with their consent, a meeting with them in an attempt to resolve the situation;
- ✓ Initiate, if needed, an investigation without delay and with objectivity, or to assign the task to an external party. All persons involved will be informed of the conclusion of the process. Should the investigation fail to reveal an unacceptable behavior, all evidence collected will be kept for a period of two years after which they will be destroyed; and
- ✓ Take all reasonable precautions to resolve the situation, including appropriate disciplinary measures.

Every person contravening this harassment policy will be subjected to appropriate disciplinary measures. The severity of the act and the consequences of the act including the person's prior incidents, if any, will determine the level of reprimand.

The person who makes false accusations with the mindset to harm someone is susceptible to receive appropriate disciplinary measures.



## **Complaint Process**

The Commodore or his/her delegate is the person responsible designated to resolve any complaint and take necessary measures to:

- Ensuring that this policy is applied in a timely, consistent and confidential manner;
- Determining whether or not allegations of harassment are substantiated; and
- Determining what corrective action is appropriate where a harassment complaint has been substantiated.

## **The Administration of the Policy**

The marina secretary is the person responsible designated to:

- Administer this policy;
- Review this policy as required, and
- Make necessary adjustments to ensure that this policy meets the needs of the organization.