

## **Kinetic Knights Robotics Sexual Harassment Policy**

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**Revision Dates** Initial Issue

**Review Date** 01 OCT 2015 **Originator** Kinetic Knights Robotics

### **References**

Canadian Charter of Human Rights and Freedoms;  
Section 72 (1) Child and Family Services Act

### **Policy:**

#### **RATIONALE**

Kinetic Knights Robotics (the Team) supports and is committed to meeting obligations of providing safe workplaces and educational environments to satisfy requirements of the USFIRST Robotics FRC Program. This Policy not only respects the rights but also recognizes the worth of every individual. Every student, mentor, parent, volunteer and community member has the right to a workplace and educational environment free of any form of sexual harassment.

#### **POLICY**

**It is the policy of Kinetic Knights Robotics to create and maintain an environment where every student, mentor, parent, volunteer and community member has the right to freedom from harassment or celebrates the diversity of students, staff, and parents that make up its educational communities. Kinetic Knights Robotics will seek out and remove systemic and attitudinal barriers and biases to learning opportunities that have a sexual harassment effect on any individual.**

#### **SYSTEM EXPECTATIONS:**

The purposes of this policy are:

1. To prevent sexual harassment through greater awareness of and responsiveness to their harmful effects and to ensure that complaints are dealt with expeditiously and effectively through consistently applied policy.
2. To educate students, mentors, parents, volunteers and community members that sexual harassment in the Kinetic Knights Robotics community will not be tolerated.
3. To establish procedures by which Kinetic Knights Robotics will deal with complaints of harassment in the educational environment and to ensure that complaints are dealt with expeditiously and effectively through the policy.
5. To ensure that students, mentors, parents, volunteers and community members are aware that nothing in this policy denies or limits access to other avenues of redress open under the law.
6. All members of Kinetic Knights Robotics agree with expectations of this Policy by reading the Policy and signing the attached Agreement Form.

#### **1.0 Policy Encompasses**

The Sexual Harassment Policy applies to all Kinetic Knights Robotics students, mentors, and other users such as members of committees, clients of Kinetic Knights Robotics, parents, volunteers, permit holders, contractors, and employees of organizations not related to Kinetic Knights Robotics but who nevertheless work on or are invited onto Kinetic Knights Robotics or Kinetic Knights Robotics Team premises. This policy also covers harassment by such persons which occur outside the study/work place, and which are proven to have repercussions that adversely affect the learning/working environment.

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### **2.0 Sexual Harassment**

Sexual Harassment is defined as any unwanted sexual attention, made by a person who knows or reasonably ought to know that such attention is unwanted, including actions that suggest or imply the inherent superiority of one sex over another and an implied or expressed threat of reprisal, or the denial of opportunity for achievement upon refusal to comply with a sexually-oriented request. Any sexually-oriented remarks, materials and behaviour which may reasonably be perceived to create an adverse psychological and emotional environment are also defined as sexual harassment.

#### **Types of behaviour which constitute sexual harassment include but are not limited to:**

**2.1.** Sexual Coercion which is unwanted sexual attention that alters the expected course of action or outcome such as:

- other rights of the individual
- improved grades
- access to groups and or programs

**2.2.** Unwanted Sexual Conduct, or Sexual Annoyance, is sexually-related conduct that can be identified in two ways:

a) Psychological or verbal sexual conduct/annoyance which may include:

- remarks, references, jokes or the display of offensive material of a sexual nature which are known or ought to be known to be unwelcome;
- proposals of physical intimacy;
- innuendoes, taunting, or unwelcome visual attention which may lead to overt requests for dates and sexual favours;
- gender-based insults or sexist remarks;
- displaying of pornographic or other offensive or derogatory material;
- communication with sexual overtones.

b) Physical sexual conduct/annoyance is an action that is unwanted, unsolicited, and imposed, such as:

- pinching
- grabbing
- hugging
- patting
- brushing against
- kissing

Sexual harassment may be seen as a sexual intrusion imposed upon an individual as a condition of participation or as an annoyance coupled with humiliation and an adverse employment/learning environment.

### **2.3 Harassment on the Basis of Sexual Orientation**

Harassment based on sexual orientation is defined as written or verbal or physical conduct which expresses negative attitudes, derogation and/or hate for a person or persons based on their sexual orientation and includes, but is not limited to:

- remarks, references, jokes or stories about a person's sexual orientation which are known or reasonably ought to be known to be unwelcome
- display of derogatory or offensive material
- denial of promotion
- denial of normal co-operation
- actions that assume a family has one male and one female as parenting partners
- actions that suggest or imply the inherent superiority of a particular sexual orientation

## **Kinetic Knights Robotics Sexual Harassment Policy**

### **3.0 Duties and Responsibilities**

Each Kinetic Knights Robotics member has a duty to maintain an environment free of sexual harassment. It must be ever vigilant of anything that might interfere with this duty. In fostering this environment, the Policy expects all members to:

- be aware of and sensitive to issues of sexual harassment
- support individuals who are, or have been, targets of sexual harassment
- prevent sexual harassment
- participate in awareness training of this Policy
- take all allegations of sexual harassment seriously and respond promptly
- provide positive role models
- model the correct behaviours
- report any conduct contrary to this Policy that they become aware of to a Mentor.
- maintain an “open door” policy when only one Mentor is available for supervision.

### **4.0 Mentors**

**4.1** Mentors have a particular obligation to ensure that the learning environment is free of sexual harassment and to respond speedily to breaches of this Policy when they occur.

**4.2** Mentors will voluntarily submit for appropriate criminal and social background checks to ensure they are reasonably fit to supervise and protect minors under their supervision.

**4.3** Prospective new Mentors will be required to:

- complete a screening process that includes a written application describing their interest for being associated with the team and provide a minimum of two personal references. References to other organizations that work with minors is preferred but not required. References may be verified by the Lead Mentor.
- have a face to face interview with at least two existing Adult Mentors and Student Team Captain
- sign the Attached Agreement Form.

### **5.0 Complaints**

All those who are covered by this policy are entitled and encouraged to complain about sexual harassment. In addition, nothing in the Policy precludes individuals who believe they are targets of (or have witnessed) sexual harassment from directly expressing that the behaviour is inappropriate and must stop immediately. Many complaints can be resolved quickly and effectively using this approach. It is imperative that persons in supervisory positions address and attempt to resolve any complaint made under this Policy as expeditiously as possible.

All Kinetic Knights Robotics members are entitled to put forth formal complaints/grievances.

### **6.0 Disciplinary Actions**

Disciplinary actions include but are not limited to;

- Verbal warning and review of the Sexual Harassment Policy
- Temporary suspension from the Team
- Expulsion from the Team
- Reporting to appropriate Provincial or Federal authorities in severe or suspected severe cases of Sexual Harassment Policy violations; refer to Section 7 of this Policy.
- If a Team Member is expelled from the Team only monies (Team fees charged to students) that have not been spent or already committed will be refunded.

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### **7.0 Reporting Severe or Suspected Severe Cases of Violations of this Policy**

#### **Duty to Report**

There is an ongoing, mandatory duty to report, when any member of the public has reasonable grounds to suspect that a minor is in need of protection under this Policy. All minors under the age of 16 who are in need of protection must be reported to Children's Aid (CAS). For youths between the ages of 16-18, it is prudent to consult with Children's Aid, as to the appropriate steps to be taken. This is because while Children's Aid may not always be mandated to intervene with this age group, in consideration of Part 111, s.37(1) of the CFSA; however management, for which they could advise may still be necessary.

If you have reasonable grounds to suspect that a child is in need of protection, you have an obligation under the CSFA to report that suspicion immediately and directly to the local CAS. If you are unsure as to whether the matter is reportable, you should request a consultation with CAS.

If you have already made a report concerning a minor or a family, you are required to make a further report each time you have additional information to suspect that a minor is in need of protection.

If a situation is reported to you in confidence, you must advise the source that the law prevents you from keeping the information as a confidence and that you must report the matter to the CAS immediately.

#### **Process for Reporting**

The report must occur in a timely manner. Utilizing the CAS and your Insurance Provider as a resources or support at the time the suspicion arises is encouraged. If you are unsure as to whether a matter is reportable, or you are concerned about your personal safety, you may consult with CAS.

Describe the situation, as you know it while keeping apprised that all information is confidential. The CAS works on putting patterns of case files together. One piece of information alone might not seem sufficiently strong, however when it is combined with other data it may be significant.

- Personally making the report to CAS and not delegating this function to someone else.
- Providing the CAS with demographic data (name, age, gender, address, telephone number, who else is involved with the family, etc.) and information related to why you are suspicious that the minor is in need of protection.
- The Insurance Provider must be made aware a report has been made to Provincial or Federal Authorities.
- It is not the reporting parties' responsibility to determine alleged or admitted legal responsibility or determine guilt of alleged perpetrators.
- The reporting party must maintain strict confidentiality the victim and alleged perpetrator within the guidelines of this policy and legal requirements.
- The reporting party must not disclose any information or make statements to the public without aid of legal counsel.

Specifics may include:

- a complete description of the situation or incident as you know it;
- the nature of your suspicion and grounds for suspicion;
- the whereabouts of the child and siblings, if known;
- the alleged perpetrator's name and relationship to the child, if known;
- the full names and birth dates of the minor, parents/guardians, siblings, if known;
- your name.
- Seek advice from CAS related to how to best manage the specific situation and determining if or how best to inform the family
- Documenting clearly and precisely all conversations and interactions in detail. This record may become part of a legal proceeding.

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**Kinetic Knights Robotics Sexual Harassment Policy Agreement**

I (print name) \_\_\_\_\_ have read and agree to the Kinetic Knights Robotics Sexual Harassment Policy expectations and responsibilities in its entirety and will ensure Policy goals are a fundamental of being a member of Kinetic Knights Robotics.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This record will be kept with other confidential Team Documents and properly disposed of once a person is no longer a member of Kinetic Knights Robotics.