



Steps to Recovery Risk Management and Policy Procedures

Approved by the Board of Directors 2015

Policies:

Code of Conduct and Ethics Policy:

Definitions

1. In this Code of Conduct and Ethics Policy the following terms mean:

a) "Individuals" – All categories of membership defined in the Association's Bylaws, as well as all individuals engaged in activities with the Association including, but not limited to, athletes, coaches, managers, officials, volunteers, and committee or board members of the Association.

Purpose

2. The purpose of this Code is to ensure a safe and positive environment within the Association programs, activities, and events by making Individuals aware that there is an expectation of appropriate behaviour consistent with the Association's mission and objectives. The Association supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect.

Application of this Code

3. This Code applies to Individuals' conduct during Association business, activities, and events including, but not limited to, competitions, tournaments, practices, tryouts, training camps, travel associated with Association activities, Board of Director meetings and any other Association meetings. This Policy does not apply to any Association employees as such matters are governed by the Association's policies that expressly apply to its employees.

4. An Individual who violates this Code may be subject to sanctions pursuant to the Association's Discipline and Complaints Policy. In addition to facing possible sanctions pursuant to the Association's Discipline and Complaints Policy, an Individual who violates this Code during a competition may be ejected from the competition or the playing area, and the Individual may be subject to sanctions pursuant to that competition's policies.



5. This Code also applies to Individuals' conduct outside of the Association's business, activities, and events when such conduct adversely affects relationships within the Association (and its work and sport environment) and is detrimental to the image and reputation of the Association. Such applicability will be determined by the Association at its sole discretion.

Responsibilities

6. Individuals have a responsibility to:

a) Maintain and enhance the dignity and self-esteem of Individuals and other individuals by:

1. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, gender, ancestry, ethnic origin, race, place of origin, sexual orientation, age, marital status, religion, political belief, disability, or economic status
2. Focusing comments, criticism or disciplinary actions appropriately
3. Demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct
4. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory
5. Treating individuals fairly and reasonably
6. Adhering to the Association's rules and policies and the spirit of those rules and policies

b) Refrain from any behaviour that constitutes harassment, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading, or malicious. Types of behaviour that constitute harassment include, but are not limited to:

1. Written or verbal abuse, threats, or outbursts
2. The display of visual material which is offensive or which a reasonable person ought to know is offensive in the circumstances
3. Unwelcome remarks, jokes, comments, innuendo, or taunts
4. Leering or other suggestive or obscene gestures
5. Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions
6. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance
7. Any form of hazing
8. Retaliation or threats of retaliation against an individual who reports harassment to the Association
9. Bullying
10. Offensive or intimidating phone calls or emails
11. Displaying or circulating offensive pictures, photographs or materials in printed or electronic form
12. Psychological abuse
13. Discrimination

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14. Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, demeaning or intimidating
 15. Behaviors such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment
- c) Refrain from any behaviour that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature. Types of behaviour that constitute sexual harassment include, but are not limited to:
1. Sexist jokes
 2. Sexual violence
 3. Display of sexually offensive material
 4. Sexually degrading words used to describe a person
 5. Inquiries or comments about a person's sex life
 6. Unwelcome sexual flirtations, advances, or propositions or invitations
 7. Inappropriate sexual touching, advances, suggestions or requests
 8. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing
 9. Physical or sexual assault
- d) Refrain from any behaviour that constitutes violence, where violence is defined as the exercise of physical force, that causes or could cause physical injury; an attempt to exercise physical force that could cause physical injury; or a statement or behaviour that it is reasonable to interpret as a threat to exercise physical force. Types of behaviour that are applicable to this section include, but are not limited to:
1. Verbal threats to attack
 2. Sending to or leaving threatening notes or emails
 3. Making threatening physical gestures
 4. Wielding a weapon
 5. Hitting, pinching or unwanted touching which is not accidental
 6. Throwing an object
 7. Blocking normal movement or physical interference, with or without the use of equipment
 8. Any attempt to engage in the type of conduct outlined above
- e) Abstain from the use of illegal drugs or the use of performance-enhancing drugs or methods. The Association adopts and adheres to the Canadian Anti-Doping Program. Any infraction under this Program shall be considered an infraction of this Code and may be subject to further disciplinary action, and possible sanction, pursuant to the Association's Discipline and Complaints Policy. The Association will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by the Association or any other sport organization
- f) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities

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- g) While acting in the capacity as either a coach or volunteer responsible for supervising activities and/or athletes, refrain from consuming recreational drugs, intoxicants or alcohol.
- h) Respect the property of others and not willfully cause damage
- i) Adhere to all federal, provincial, municipal and host country laws
- j) Comply, at all times, with the Association's bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time
- k) Treat other coaches with respect
- l) Report to the Association any ongoing criminal investigation, conviction, or existing bail conditions involving yourself, including, but not limited to, those for violence, child pornography, or possession, use, or sale of any illegal substance

Volunteers

7. In addition to section 6 (above) volunteers have additional responsibilities. Volunteers are a critical part of the organization and the organization's success is directly related to volunteers carrying out their assigned responsibilities. Volunteers will:

- a) Act with honesty and integrity while carrying out any assigned responsibilities
- b) Comply with both the letter and the spirit of any training or orientation provided by the Association
- c) Take responsibility for actions and decisions. Follow reporting lines to facilitate the effective resolution of problems
- d) Prudently manage and allocate assets and resources, both financial and material
- e) Use inoffensive language
- f) Dress professionally, neatly, and inoffensively

8. Volunteers will not:

- a) Exceed the authority of assigned position
- b) Encourage athletes to consume illegal drugs, alcohol or performance-enhancing drugs
- c) Engage in a sexual relationship with an athlete

Modification of Criteria

Steps to Recovery may revise this policy at any time as circumstances require.



SCREENING POLICY

Definitions

1. The following terms have these meanings in this Policy:

- a) "Police Information Check" – A search of the RCMP criminal records database to determine whether the individual has a criminal record (PIC)
- b) "Vulnerable Sector Verification" – A secondary part of the Police Information Check, for individuals who are volunteering in a vulnerable sector (such as with minor athletes or persons with a disability), which also searches for the existence of any pardoned sex offences and/or charges (VSV)

Purpose

2. Steps to Recovery understands that screening personnel and volunteers is a vital part of providing a safe sporting environment. Steps to Recovery is responsible, at law, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities and events. The purpose of screening is to identify individuals who may pose a risk to Steps to Recovery and its participants according to the individual's involvement with Steps to Recovery activities.

Application of this Policy

3. This Policy applies to all individuals whose position with Steps to Recovery is one of trust or authority which may relate to, at a minimum, finances, supervision, young people, or people with a disability.

4. Not all individuals associated with Steps to Recovery will be required to undergo screening through a PIC- VSV and a Screening Disclosure Form, as not all positions pose a risk of harm to Steps to Recovery or to its participants. Steps to Recovery will determine which individuals will be subject to screening using the following as a guideline (any variation from the guidelines are at the sole discretion of Steps to Recovery):

Level 1 – Low Risk to Steps to Recovery - Individuals involved in low risk assignments that are not in a supervisory role, directing others, financial/cash management, or limited access to minors or people with a disability.

Level 2 – Medium Risk to Steps to Recovery – Individuals involved in medium risk assignments that may be in a supervisory role, directing others, financial/cash management; individuals who work



independently at a third party location, acting on behalf of the Association – i.e. course raters; individuals with limited access to minors or people with a disability or direct contact with adults.

Level 3 – High Risk to Steps to Recovery – Individuals involved in high risk assignments that may occupy positions of trust and/or authority, be in a supervisory role, direct others, financial/cash management, or access to adults, minors or people with a disability.

Policy

5. It is Steps to Recovery policy that:

a) Level 1 individuals will:

- a. Complete a Screening Disclosure Form
- b. Complete an Application Form
- c. Provide one letter of reference related to the position sought
- d. Participate in orientation as determined by Steps to Recovery

b) Level 2 individuals will:

- a) Complete and provide to Steps to Recovery a PIC
- b) Complete a Screening Disclosure Form
- c) Complete an Application Form
- d) Provide one letter of reference related to the position sought
- e) Participate in orientation as determined by Steps to Recovery
- f) Provide a driver's abstract, if requested

c) Level 3 individuals will:

- a) Complete and provide to Steps to Recovery a PIC and VSV
- b) Complete a Screening Disclosure Form
- c) Complete an Application Form
- d) Provide one letter of reference related to the position sought
- e) Participate in orientation as determined by Steps to Recovery
- f) Provide a driver's abstract, if requested

d) Failure to participate in the screening process as outlined in this policy will result in ineligibility of the individual.

e) Where the Screening Committee is of the opinion that, notwithstanding a conviction, a person can occupy a position within Steps to Recovery without adversely affecting the safety of Steps to Recovery, any individual, athlete or member of Steps to Recovery through the imposition of such terms and conditions as are deemed appropriate, the Screening Committee may approve an individuals' participation.



f) If an individual subsequently receives a conviction for, or is found guilty of, an offence, they will report this circumstance immediately to Steps to Recovery.

g) If an individual provides falsified or misleading information, that individual will immediately be removed from their Steps to Recovery position.

6. The following positions are required to undergo Level 3 screening in accordance with this policy:

- a) Directors/Board Members
- b) Staff Members
- c) Provincial Coaches
- d) Rules officials
- e) Other individuals as may be determined by the Screening Committee

Screening Committee

7. The implementation of this policy is the responsibility of the Steps to Recovery Screening Committee which is a committee of three (3) to five (5) members appointed by, and at the sole discretion of Steps to Recovery. Steps to Recovery will ensure that the members appointed to the Screening Committee possess the requisite skills, knowledge and abilities to accurately assess PIC-VSV and the Screening Disclosure Form and render decisions under this Policy. Quorum for the Screening Committee will be three members.

8. Steps to Recovery may, in its sole discretion, remove any member of the Screening Committee. Where a position on the Screening Committee becomes vacant, either because a member has been removed or because a member has resigned, Steps to Recovery, at its sole discretion, will appoint a replacement member.

9. The Screening Committee will carry out its duties, in accordance with the terms of this policy, independent of the Board of Directors.

10. The Screening Committee is responsible for reviewing all positive PIC-VSV and Screening Disclosure Forms and, based on such reviews, making decisions regarding the appropriateness of individuals filling positions within Steps to Recovery. In carrying out its duties, the Screening Committee may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists or any other person.

How to Obtain a Police Information Check with Vulnerable Sector Verification (PIC-VSV)

11. Individuals may obtain a PIC-VSV by visiting an RCMP office or police station, submitting two pieces of government-issued identification (one of which must have a photo), and completing any required



paperwork. Fees may also be required and will be reimbursed by Steps to Recovery upon the submission of a legitimate receipt and volunteer expense form.

12. Fingerprinting may be required if there is a match with the individual's gender and birth date.

Procedure

13. The Screening requirements defined in this Policy will be submitted to the Steps to Recovery head office in an envelope marked "Confidential": 10350 Yonge St. Suite # 201 Richmond Hill, Ontario L4C5K9

14. If required, will provide a letter confirming the potential position within.

15. Individuals who do not undertake the Screening requirements required by this Policy will receive a notice to that effect and will be informed that their application and/or position will not proceed until such time as the Screening requirements are received.

16. The Screening Committee will review all Screening requirements and required documents, and determine whether the individual's undertakings reveal a relevant offence.

17. Subsequent to its review, the Screening Committee, by majority vote, will:

- a) Approve an individual's participation; or
- b) Deny an individual's participation; or
- c) Approve an individual's participation subject to terms and conditions as the Screening Committee deems appropriate.

18. If an individual's undertakings do not reveal a relevant offence; the Screening Committee will advise the Steps to Recovery Executive Director that the individual is eligible. If an individual's undertakings reveals a relevant offence; the Screening Committee will render its decision and provide notice of its decision in to the Steps to Recovery Executive Director. After providing notice, the Screening Committee will return or destroy the PIC-VSVs.

19. Decisions of the Screening Committee are final and binding and are not appealable.

20. PICs are valid for a period of four years and Screening Disclosure Forms must be completed on an annual basis. Notwithstanding this, the Screening Committee may request that an individual provide a PIC-VSVs or the Screening Disclosure Form to the Screening Committee for review and consideration at any time. Such request will be in writing and will provide the reasons for such a request.



Relevant Offences

21. For the purposes of this Policy, guidelines and examples of a 'relevant offence', for which a pardon has not been granted, is any of the following:

a) If imposed in the last five years:

- i. Any offence involving the use of a motor vehicle, including but not limited to impaired driving.
- ii. Any offence for trafficking and/or possession of drugs and/or narcotics.
- iii. Any offence involving conduct against public morals.

b) If imposed in the last ten years:

- i. Any crime of violence including but not limited to, all forms of assault.
- ii. Any offence involving a minor or minors.

c) If imposed at any time:

- i. Any offence involving the possession, distribution, or sale of any child-related pornography.
- ii. Any sexual offence.
- iii. Any offence involving theft or fraud.

Records

22. All records will be maintained in a confidential manner and will not be disclosed to others except as required by law, or for use in legal, quasi-legal or disciplinary proceedings.

Suspension Pending a Hearing

23. Steps to Recovery may determine that an alleged incident or complaint is of such seriousness as to warrant suspension of an individual pending an internal hearing, an internal hearing decision, and completion of a police investigation or completion of a criminal process.

Criminal Convictions

24. An individual's conviction for any of the following Criminal Code offenses may result in expulsion from Steps to Recovery and/or removal from Steps to Recovery designated position(s), competitions, programs, activities and events upon the sole discretion of Steps to Recovery:

- a) Any offence of physical or psychological violence
- b) Any crime of violence including but not limited to, all forms of assault
- c) Any offence involving trafficking of illegal drugs
- d) Any offence involving the possession, distribution, or sale of any child-related pornography
- e) Any sexual offence
- f) Any offence involving theft or fraud

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Modification of Criteria

Steps to Recovery may revise this policy at any time as circumstances require.

Harassment Policy

A. Introduction

Steps to Recovery is committed to providing a sport and work environment in which all individuals are treated with respect and dignity, with equal opportunities for all and without any discriminatory practices. Steps to Recovery has a responsibility to its membership, in particular but not limited to its youth and female members, to provide measures to prevent the occurrence of sexual harassment in the sport context.

The existence of a policy raises awareness of harassment and abuse issues and sends a strong message to members of the Steps to Recovery that harassment and abuse will not be tolerated.

B. Policy Details

Scope

This policy applies to all employees, directors, volunteers and members of the Steps to Recovery. Steps to Recovery encourages reporting of all incidents of harassment, regardless of whom may be the offender.

Standard of Conduct

Individuals associated with Steps to Recovery will refrain from any behaviour that may constitute harassment. Harassment is defined as conduct, gestures or comments which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals and which create a hostile or intimidating environment for work or sports activities, or which negatively affect performance or work. Included in the definition of harassment herein are all forms of discrimination prohibited by human rights legislation which provides that no person shall discriminate against any other person on such grounds as race, ethnicity, colour, religion, age, sex, marital status, family status, sexual orientation, disability or conviction for which a pardon has been granted. Coaches in particular must avoid any behaviour that abuses the power imbalance inherent in their position relative to the athlete.

Reporting an Infraction

Any individual may report to a person in authority (coach, official, a Director or the Executive Director of Steps to Recovery) a complaint of an alleged harassment. Minor infractions that are not considered serious by the complainant or the person to whom they are initially reported may be dealt with summarily by an appropriate person, such as a coach or official, having authority over the member whose conduct is being reported. All complaints of a more serious nature should be in writing and forwarded to the Executive Director who will bring them to the attention of the Harassment Officer and the Governance Committee. An accused will be informed immediately that a complaint has been made against him or her.

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Harassment Officer

This individual is appointed by the Board of Directors. He/she: acts as a contact person for the complainant; provides moral support but does not mediate or resolve the complaint; and oversees the resolution process.

Gathering Facts about the Complaint

In order to ascertain how to deal with the complaint it will be necessary for statements to be obtained from the complainant and the accused and any relevant witnesses. A fact finder will be appointed to obtain these statements, interview witnesses and prepare a summary of the facts for the Governance Committee. The report will identify any issues or conflicting statements.

Hearing

Based on the report of the facts of the case, the Governance Committee will determine whether the matter is sufficiently minor that it can be dealt with summarily, without a hearing, as no disciplinary action is deemed necessary, or of such importance that a hearing should be convened to deal with the complaint. Very serious cases may require assistance and advice from outside legal or human rights professionals. Once it is decided how the matter is to be dealt with the appropriate steps will be taken to deal with the complaint summarily, or to deal with the complaint in the manner set out in Steps to Recovery and Complaints Policy

Imposing Disciplinary Sanctions

If there is a guilty finding from the hearing, the matter will be dealt with in line with Steps to Recovery and Complaints Policy.

C. Additional information

Human Rights

Notwithstanding this policy, every person who experiences harassment continues to have the right to seek assistance from the Ontario Human Rights Commission, even when steps are being taken under this policy.

Minors

Any allegation of emotional, physical or sexual abuse or neglect involving a minor will be reported to the Child Protection Authorities or the police. The parents or guardians of any minors should be present during interviews with the minor, but not participate in them.

Anonymous Complaints

Steps to Recovery will not ignore anonymous complaints and will investigate the complaint if the organization sees such as a potential problem.

Reluctant Complainant

Where a person who makes a complaint decides later to withdraw it, the Governance Committee will review the situation and decide whether to continue the process. The process will be continued if the



facts indicate that harassment or abuse occurred as failure to do so may result in liability for the Association.

Legal Counsel

A person being interviewed has a right to his or her legal counsel being present; however, interviewees should be reminded that the fact gathering phase is not for the purpose of making a decision on the complaint, but to determine if a hearing should be held.

D. Policy Implementation

All individuals associated with Steps to Recovery are responsible for implementing this policy through their behaviour and reporting of infractions. The Board of Directors is responsible for appointing the Harassment Officer. The Executive Director is responsible for informing the Governance Committee and the Harassment Officer of any complaints that come to his/her attention. The Governance Committee will be tasked with providing a fact finding report, decide how complaints are to be dealt with, direct the Executive Director to arrange a hearing if required, and provide a full report to the Association Delegate (as per Steps to Recovery and Complaints Policy).

E. Modification of Criteria

Steps to Recovery In its discretion may revise this policy at any time.

Complaints Policy

Definitions

1. The following terms have these meanings in this Policy:

- a) "Association" – Steps to Recovery
- b) "Complainant" – The Party alleging an infraction
- c) "Days" – Any day of the week, including weekends and holidays
- d) "Individuals" – All categories of membership defined in the Association's Bylaws, as well as all individuals engaged in activities with the Association including, but not limited to, athletes, coaches, managers, officials, volunteers, and committee or board members of the Association.
- e) "Parties" – The Complainant, Respondent, and any other Individuals or persons affected by the complaint
- f) "Respondent" – The alleged infracting Party

Purpose

2. Steps to Recovery is committed to providing an environment in which all Individuals involved with the Association are treated fairly and with respect. At the same time, Individuals are expected to fulfill certain responsibilities and obligations including complying with the Association's policies, bylaws, rules and regulations, and Code of Conduct and Ethics. Conduct that violates these values may be subject to sanctions pursuant to this Policy. Since discipline may be applied, the Association provides Individuals



with the mechanism outlined in this Policy so that complaints are handled fairly, expeditiously, and affordably.

Application of this Policy

3. This Policy applies to all Individuals defined in the Definitions Section. This Policy does not apply to any Association employees as such matters are governed by the Association's policies that expressly apply to its employees.

4. This Policy applies to discipline matters that may arise during the Association's business, activities, and events including, but not limited to, competitions, tournaments, practices, tryouts, training camps, travel associated with the Association, the Association Board of Director meetings and any other Steps to Recovery meetings.

5. Discipline matters and complaints arising within the business, activities, or events organized by entities other than Steps to Recovery will be dealt with pursuant to the policies of these other entities unless accepted by Steps to Recovery in its sole discretion.

Reporting a Complaint

6. Any Individual may report any complaint to Steps to Recovery. Such a complaint must be in writing and signed, and must be filed within twenty-one (21) days of the alleged incident. Anonymous complaints may be accepted at the sole discretion of Steps to Recovery.

7. A Complainant wishing to file a complaint outside of the twenty-one (21) day period must provide a written statement giving reasons for an exemption to this limitation. The decision to accept, or not accept, the complaint outside of the twenty-one (21) day period will be at the sole discretion of the Association. This decision may not be appealed.

Dispute Resolution and Mediation

8. Before any complaint proceeds to a formal stage, the dispute will first be referred to an Association delegate for review, with the objective of resolving the dispute via alternate dispute resolution (ADR) and/or mediation.

Case Manager

9. Should the alternate dispute resolution not resolve the dispute, Steps to Recovery will appoint a Case Manager to oversee the management and administration of complaints submitted in accordance with this Policy and such appointment is not appealable. The Case Manager can be, but is not required to be associated with Steps to Recovery. The Case Manager has an overall responsibility to ensure procedural fairness is respected at all times in this Policy, and to implement this Policy in a timely manner. More specifically, the Case Manager has a responsibility to:

- a) Determine whether the complaint is frivolous or vexatious and within the jurisdiction of this Policy. If the Case Manager determines the complaint is frivolous or vexatious or outside the jurisdiction of



this Policy, the complaint will be dismissed immediately. The Case Manager's decision to accept or dismiss the complaint may not be appealed

- b) Determine if the complaint is a minor or major infraction
- c) Appoint the Panel, if necessary, in accordance with this Policy
- d) Coordinate all administrative aspects of the complaint
- e) Provide administrative assistance and logistical support to the Panel as required
- f) Provide any other service or support that may be necessary to ensure a fair and timely proceeding

10. The Case Manager will inform the Parties if the incident is to be dealt with as a minor infraction or major infraction and the matter will be dealt with according to the applicable section relating to the minor or major infraction.

11. This Policy does not prevent an appropriate person having authority from taking immediate, informal or corrective action in response to behaviour that constitutes either a minor or major infraction. Further sanctions may be applied in accordance with the procedures set out in this Policy.

12. Any infractions or complaints occurring within competition will be dealt with pursuant to the appropriate procedures at that competition. In such situations, disciplinary sanctions will be for the duration of the competition, training, activity, or event only. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this Policy.

Minor Infractions

13. Minor infractions are incidents of failing to achieve expected standards of conduct that generally do not result in harm to others or to the Association. Examples of minor infractions can include, but are not limited to, an incident of:

- a) Disrespectful, offensive, abusive, racist, or sexist comments or behaviour
- b) Disrespectful conduct such as outbursts of anger
- c) Conduct contrary to the values of the Association
- d) Being late for, or absent from, the Association events and activities at which attendance is expected or required
- e) Non-compliance with Steps to Recovery policies, procedures, rules, or regulations
- f) Minor violations of Steps to Recovery Code of Conduct and Ethics

14. All disciplinary situations involving minor infractions will be dealt with by a person who has authority over both the situation and the individual involved. The person in authority can be, but is not restricted to being, staff, organizers, or Steps to Recovery decision-makers.



15. Provided that the Individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident, procedures for dealing with minor infractions will be informal (compared to the procedures for major infractions) and will be determined at the discretion of the person responsible for discipline of such infractions (as noted above).

16. Penalties for minor infractions, which may be applied singularly or in combination, include the following:

- a) Verbal or written reprimand from Steps to Recovery to one of the Parties
- b) Verbal or written apology from one Party to the other Party
- c) Service or other voluntary contribution to Steps to Recovery
- d) Removal of certain privileges of membership for a designated period of time
- e) Suspension from the competitions, activities, or events
- f) Restriction of activities
- g) Any other sanction considered appropriate for the offense

17. Minor infractions that result in discipline will be recorded and records will be maintained by the Association. Repeat minor infractions may result in further such incidents being considered a major infraction.

Major Infractions

18. Major infractions are instances of failing to achieve the expected standards of conduct that result, or have the potential to result, in harm to other persons, or to Steps to Recovery. Examples of major infractions include, but are not limited to:

- a) Repeated minor infractions
- b) Any incident of hazing
- c) Incidents of physical or sexual abuse
- d) Behaviour that constitutes harassment, sexual harassment, or sexual misconduct
- e) Pranks, jokes, or other activities that endanger the safety of others
- f) Conduct that intentionally interferes with a competition or with any athlete's preparation for a competition
- g) Conduct that intentionally damages Steps to Recovery image, credibility, or reputation
- h) Disregard for the Association's bylaws, policies, rules, and regulations
- i) Major or repeated violations of Steps to Recovery Code of Conduct and Ethics
- j) Intentionally damaging Association property or the property at which the activity takes place or improperly handling of the Association's monies
- k) Abusive use of alcohol, any use or possession of alcohol by minors, or use or possession of illegal drugs
- l) Any possession or use of performance enhancing substances or methods
- m) Theft of money and/or property of others

19. Major infractions will be handled using the Procedure for Major Infraction Hearing set out in this Policy, except where a dispute resolution procedure contained within a contract, or other formal written agreement takes precedence.



Procedure for Major Infraction Hearing

20. The Case Manager shall notify the Parties that the complaint is potentially legitimate and the incident shall be dealt with as a major infraction. The Case Manager shall then decide the format under which the complaint will be heard. This decision is at the sole discretion of the Case Manager and may not be appealed.

21. The Case Manager will appoint a Discipline Panel, which shall consist of a single Adjudicator, to hear the complaint. At the discretion of the Case Manager, a Panel of three persons may be appointed to hear the complaint. In this event, the Case Manager will appoint one of the Panel's members to serve as the Chair.

22. If the Respondent acknowledges the facts of the incident, the Respondent may waive the hearing, in which case the Panel will determine the appropriate disciplinary sanction. The Panel may still hold a hearing for the purpose of determining an appropriate sanction.

23. If a Party chooses not to participate in the hearing, the hearing will proceed in any event.

24. The Case Manager will determine the format of the hearing, which may involve an oral in-person hearing, an oral hearing by telephone, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the Case Manager deems appropriate in the circumstances, provided that:

- a) The Parties will be given appropriate notice of the day, time, and place of the hearing
- b) Copies of any written documents which the parties wish to have the Panel consider will be provided to all Parties in advance of the hearing
- c) The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense
- d) The Panel may request that any other individual participate and give evidence at the hearing
- e) The Panel may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the complaint, but may exclude such evidence that is unduly repetitious and shall place such weight on the evidence as it deems appropriate
- f) The decision will be by a majority vote of Panel members

25. If a decision may affect another party to the extent that the other party would have recourse to a complaint or an appeal in their own right, that party will become a Party to the complaint in question and will be bound by the decision.

26. In fulfilling its duties, the Panel may obtain independent advice.

Decision

27. After hearing the matter, the Panel will determine whether an infraction has occurred and, if



so, the sanctions to be imposed. Within fourteen (14) days of the hearing's conclusion, the Panel's written decision, with reasons, will be distributed to all Parties, the Case Manager, and the Association. In extraordinary circumstances, the Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued before the end of the fourteen (14) day period. The decision will be considered a matter of public record unless decided otherwise by the Panel.

Sanctions

28. The Panel may apply the following disciplinary sanctions, singularly or in combination, for major infractions:

- a) Verbal or written reprimand from Steps to Recovery to one of the Parties
- b) Verbal or written apology from one Party to the other Party
- c) Service or other voluntary contribution to Steps to Recovery
- d) Suspension from Steps to Recovery competitions, activities, or events
- e) Expulsion or dismissal from Steps to Recovery
- f) Withholding of awards
- g) Payment of the cost of repairs for property damage
- h) Suspension of funding Steps to Recovery or from other sources
- i) Any other sanction considered appropriate for the offense

29. Unless the Panel decides otherwise, any disciplinary sanctions will begin immediately. Failure to comply with a sanction as determined by the Panel will result in automatic suspension from the Association competitions, activities or events until such time as compliance occurs.

Suspension Pending a Hearing

30. Steps to Recovery may determine that an alleged incident is of such seriousness as to warrant suspension of an Individual from Steps to Recovery competitions, activities or events pending a hearing and a decision of the Panel or completion of criminal proceedings.

Criminal Convictions

31. An Individual's conviction for any of the following Criminal Code offenses will be deemed a major infraction under this Policy and will result in ineligibility from Steps to Recovery competitions, activities or events upon the sole discretion of Steps to Recovery:

- a) Any child pornography offences
- b) Any sexual offences
- c) Any offence of physical or psychological violence
- d) Any offence of assault
- e) Any offence involving trafficking of illegal drugs



Confidentiality

32. The discipline and complaints process is confidential and involves only the Parties, the Case Manager, the Panel, and any advisors to the Parties or the Panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings.

Timelines

33. If the circumstances of the complaint are such that adhering to the timelines outlined by this Policy will not allow a timely resolution to the complaint, the Panel may direct that these timelines be revised.

Records and Distribution of Decisions

34. Minor and major infractions that result in discipline, as well as decisions of any appeals, shall be recorded and maintained by Steps to Recovery.

35. Decisions and appeals are matters of public interest and shall be publicly available with the names of the individuals redacted. Names of persons disciplined may be disclosed to the extent necessary to give effect to any sanction imposed.

Appeals Procedure

36. The decision of the Panel may be appealed in accordance with Steps to Recovery Appeal Policy.

Modification of Criteria

Steps to Recovery may revise this policy at any time as circumstances require.