

## Policy Statement

1. HLCOA is committed to providing a safe, healthy and supportive environment by treating its Members and guests with respect, fairness and sensitivity.
2. The HLCOA Board will make every reasonable effort to identify all potential sources of risk of harassment or violence in order to eliminate or minimize them through our complaints process. We will not tolerate any type of harassment or violence towards our Members and guests.
3. Audio and/or video recording by Members, without express permission by the Board of Directors is strictly prohibited.
4. Harassment or violence may result in the expulsion of a Member who continues such behaviour after being notified through the complaints process.

## Definitions

5. *Harassment:*
  - The act of engaging in a course of vexatious comments or conduct against a Member or guest that is known or ought reasonably to be known to be unwelcome.
6. *Violence:*
  - The exercise of physical force by a person against a Member or guest that causes or could cause physical injury to the Member or guest; or
  - An attempt to exercise physical force against a Member or guest that could cause physical injury; or
  - A statement or behaviour that it is reasonable for a Member or guest to interpret as a threat to exercise physical force against a Member, that could cause physical injury to the Member or guest.

## The Board's Responsibilities

7. Enforce the complaints process in a fair, balanced and timely manner.
8. Investigate all harassment and violence complaints, and contact the police as required.
9. Debrief those involved directly or indirectly.

## The Members' Responsibilities

10. Understand and comply with this harassment and violence prevention policy.
11. Report all incidents or injuries of harassment or violence, or threats of harassment or violence to the Board of Directors immediately.
12. Seek support when confronted with harassment or violence, or threats of harassment or violence.
13. Contact the police immediately if required.
14. Make a written record of the event or events as soon as possible. Treat and speak of other Members and Board members with respect. Differing points of view are respected and valued.

## Accountability

15. All parties are accountable for complying with this this harassment and violence prevention policy.