



PWA's Friends For Life Bike Rally

Harassment Policy

PWA does not tolerate harassment on the Friends For Life Bike Rally or during any official Bike Rally events (i.e. training rides, Bike Rally Expo, the Big Meeting, etc...) perpetrated by or against Bike Rally participants, leadership or employees. In the event of a harassing incident related to the Friends For Life Bike Rally, PWA will act to discipline the perpetrating individual up to and including removal from the Bike Rally or in the case of a staff member, up to and including termination of employment.

Retaliation or reprisals are prohibited against any participant, leadership figure or employee who has complained under this protocol, or has provided information regarding a complaint. Any retaliation or reprisal is subject to immediate corrective action, up to and including termination or removal from the Bike Rally. Alleged retaliation or reprisals are subject to the same complaint procedures and penalties as complaints of harassment.

PWA recognizes that individuals may find it difficult to come forward with a complaint under this Protocol because of concerns of confidentiality. Therefore, all complaints concerning Bike Rally harassment, as well as the names of the parties involved, shall be treated as confidential and subject to the agency's confidentiality policies and procedures. PWA's obligation to conduct an investigation into the complaint may require limited disclosure.

PWA shall establish procedures and policies designed to reduce the risk of harassment on the Bike Rally. All participants, leaders and employees are expected to be aware of and participate in such procedures and policies, as required.

The harassment prevention program shall include the following:

- Policies and procedures
- Rider and Crew waiver and agreements
- Communication process/instruction to participants (Riders and Crew)
- Dissemination of anti-harassment measures through various mediums such as the Event Handbook
- Reporting and investigation process

PURPOSE

The purpose of this protocol is to establish procedures to minimize or prevent harassment on the Bike Rally; to foster the safety and security of the Bike Rally's participants, leaders and employees; and so that individuals reporting alleged incidents will know the matter will be treated confidentially and may be reported without fear of retaliation or reprisal.

SCOPE

This protocol applies to all participants, leaders and employees of the Bike Rally. This protocol applies not only during the Bike Rally, but to any official activities of the Bike Rally such as Reunion/Launch, Kick Off, training rides, the Big Meeting, Steering Committee meetings, Packing Day and so forth.

RESPONSIBILITY

1. Bike Rally Participants, Leaders and Employees are:
 - a. responsible for informing Bike Rally staff or the Co-Chairs of any harassment they experience or witness.
 - b. responsible for familiarizing themselves with the Bike Rally harassment policy.

- c. expected to co-operate with the police, agency investigators or other authorities as required during any investigation related to harassment related to the Bike Rally.
2. PWA and Bike Rally Leadership are:
 - a. responsible for minimizing the risk of harassment where reasonably possible.
 - b. responsible for ensuring Bike Rally participants are provided with knowledge and procedures to:
 - i. recognize harassment;
 - ii. follow the procedures and policies developed to minimize risk;
 - iii. respond to incidents appropriately; and
 - iv. report and document such incidents.
 - c. responsible for ensuring proper medical care is provided to anyone involved in an incident and for securing the safety of employees, volunteers and participants.
 - d. responsible for dealing with inappropriate actions of others that come to their attention.
 - e. responsible for providing an environment that is free from harassment. This responsibility includes actively promoting a positive, harassment-free Bike Rally environment and intervening when problems occur.

DEFINITIONS

1. "Harassment" means engaging in a course of vexatious comment or conduct against a Bike Rally participant, leader or PWA employee in an official Bike Rally setting that is known, or ought reasonably to be known, to be unwelcome. This includes any inappropriate conduct, comment, display, action or gesture by a person that:
 - a. Adversely affects the participant's, leader's, and employee's psychological or physical well-being and that the person knows or ought reasonably to know would cause a worker, volunteer, or client to be humiliated or intimidated; and
 - b. Constitutes a threat to the health or safety of the worker, volunteer, or client.

The following are examples of harassment: sexual harassment, teasing, intimidating or offensive jokes or innuendos, display or circulation of offensive pictures or materials, unwelcome, offensive, or intimidating phone calls, bullying, leering, unwelcome gifts or attention, offensive gestures, or spreading rumours.

2. "Official Bike Rally Event" means any place where there is an official Bike Rally presence such as Call To Action, Bike Rally Reunion/Launch, Holiday Party, Winter Bike Rally Kick-Off, training rides, Bike Rally Expo, the Big Meeting, Packing Day, Montreal Arrival Party, Bike Pick-Up, and the Bike Rally itself.
3. "Minor Incident" means an incident in which no one is physically harmed in any way and which was resolved through Bike Rally leadership or mediation.
4. "Serious Incident" means an incident in which someone was physically harmed (whether requiring medical attention or not), or which continued or escalated after Bike Rally leadership mediation.

PROCEDURE

Complaints

Employees, volunteers and participants are encouraged to report any form of harassment or discrimination to Bike Rally leadership, which includes the Co-Chairs and PWA staff.

Reporting and Investigation

Each and every incident of harassment on the Bike Rally shall be reported immediately to Bike Rally leadership. Bike Rally leadership shall investigate the incident immediately.

1. Bike Rally leadership shall immediately make the appropriate inquiries of the victim and witnesses to determine if the incident is minor or serious.

2. If the incident is minor:
 - a. Bike Rally leadership will determine if mediation is appropriate and if so, mediate or arrange for mediation of the situation;
 - b. conduct the appropriate investigation immediately; and
 - c. within 12 hours, an informal report will be completed and submitted to the Director-in-Charge and the Bike Rally Co-Chairs;
 - d. within a week after the event, or as required, a formal report will be completed and submitted to Bike Rally Leadership and the PWA Executive Director, and any other parties required by law;
 - e. consult within Bike Rally Leadership regarding any disciplinary action to be applied.
3. If the incident is serious:
 - a. Bike Rally leadership must first ensure the safety of employees, participants and volunteers;
 - b. ensure proper medical treatment is provided or sent for;
 - c. contact the authorities as soon as possible (police or appropriate medical professionals, where appropriate), to report the incident;
 - d. inform the PWA Executive Director, as appropriate, as soon as possible, to assess who should be involved in the investigation;
 - e. conduct a thorough investigation, keeping detailed notes of facts, times, witnesses, and witness accounts;
 - f. within 12 hours, an informal report will be completed and submitted to the Director-in-Charge and the Bike Rally Co-Chairs;
 - g. within a week after the event, or as required, a formal report will be completed and submitted to Bike Rally Leadership and the PWA Executive Director, and any other parties required by law;
 - h. consult within Bike Rally Leadership regarding any disciplinary action to be applied.

All complaints shall be handled in a confidential manner. Information concerning a complaint, or action taken as a result of the investigation, will not be released to anyone who is not involved with the investigation. A written report on the results will be provided to all parties to the investigation process.

Once the results have been analyzed by the parties, recommendations as well as actions must be taken to remove as many risks as can be reasonably removed and instructing employees, volunteers and participants to recognize risk.

Disciplinary action for violations of this protocol will take into consideration the nature and impact of the violations, and may include:

- A verbal or written reprimand for participants, leaders or staff
- Removal from the Bike Rally for participants, leaders or staff
- Suspension (with or without pay) for staff
- Termination (with or without notice) for staff

Similarly, deliberate false accusations are of equally serious nature and will also result in disciplinary action up to and including removal from the Bike Rally without notice for just cause. Note, however, that an unproven allegation does not mean that harassment did not occur or that there was a deliberate false allegation. It simply means that there is insufficient evidentiary basis to proceed or that while the complainant may have genuinely had reason to believe that there was harassment, investigation has not borne out the complaint.

If appropriate, specific written policies and procedures must be developed to respond to any identified risks. These will cover everything from Bike Rally arrangements and the Bike Rally environment to employee, participant and volunteer training and education. Everything that PWA does to prevent Bike Rally harassment should be documented in procedures or cross-referenced to another specific protocol.