

VOL.04.01 Anti-Discrimination Policy**Policy**

1. The Bruce Trail Conservancy (BTC) is committed to providing an environment for its members, volunteers and hikers that is inclusive, welcoming and free of discrimination based on race, religion, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status, disability, or any other basis prohibited by law.
2. The BTC will not tolerate discrimination of/or discriminatory behaviour directed at any member of the BTC, any volunteer or any user of the Bruce Trail by any employee or volunteer of the BTC or by a member of the BTC when that member is involved in BTC (including Club) activities.
3. Discriminatory behaviour can take many forms and includes, but is not limited to, the following: slurs, jokes, statements or gestures based upon a person's sex, race, religion, disability, sexual orientation, or other protected status listed above or set out in applicable human rights legislation. Such behaviour is demeaning and results in the target of the behaviour feeling excluded or marginalized.

Procedure**1. Reporting**

- Any complaint concerning discrimination or discriminatory behaviour that occurred during a BTC or BTC Club sponsored activity can be reported to one of the persons following: (1) the Chief Executive Officer of the BTC; (2) the President of any BTC Club or such person as the BTC Club has designated to deal with such complaints; or (3) the BTC Board Chair.
- If a complaint is received by the BTC or a BTC Club, the complaint will be investigated and a decision made with respect to whether any action should be taken. The complainant will be advised with respect to the outcome of any investigation.

2. Action

- Consistent with the BTC's goal of making all persons welcome within the BTC, anyone who violates this policy will be asked to stop the offending behaviour and to apologize to any person who was discriminated against or was the target of any discriminatory behaviour before a witness or in writing with a copy to the BTC Governance Committee. Failure to comply with this policy will result in appropriate action being taken.
- Contact Information for the BTC Chief Executive Officer:
Phone 1.800.665.4453 or email info@brucetrail.org

3. Investigating of Complaint

Incidents shall be judged to be in one of two categories, major and minor complaints. Minor complaints are ones that can be dealt with on an ad hoc basis by the parties involved. Major complaints shall adhere to the following the procedure:

- The details of a major complaint shall be documented, listing the person who did the behaviour, witnesses, receiver of the behaviour, reporter, and receiver of the report.
- Once a complaint is documented it should be submitted to one of the following: (1) the Chief Executive Officer of the BTC; (2) the President of any BTC Club or such person as the BTC Club has designated to deal with such complaints; or (3) the BTC Board Chair.

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- The BTC Governance Committee will be advised of any written complaints.
- The complaint will be investigated by one of the following: (1) the Chief Executive Officer of the BTC; (2) the President of any BTC Club or such person as the BTC Club has designated to deal with such complaints; (3) the BTC Board Chair; or (4) a member of the BTC Governance Committee.
- A decision will be made with respect to whether any action should be taken as laid out in the Policy. The Governance Committee will be advised with respect to the outcome of any investigation.