



# Discipline & Complaint Policy

Adopted: March 2018

Last Reviewed:

The Peterborough Cycling Club (PCC) expects its members to behave in a way that demonstrates respect for other members and their property, including the general public. It also wishes to operate in an environment that is free from harassment or discrimination. In this context, harassment is defined as any action directed at an individual or group that creates a hostile, intimidating or offensive environment. Discrimination is defined as not respecting the rights and dignity of every member of the PCC equally, irrespective of gender, ethnic origin, age, sexual orientation or religion. The purpose of this policy is not to provide a comprehensive definition of what is unacceptable behavior but instead to create a framework to be able to judge the behavior in the context of the following questions:

- Will the behavior have a negative impact on the reputation of the Club?
- Does the behavior create significant tension, disharmony or disunity within the Club?
- Could the behavior be considered to be discrimination or harassment as defined above? If the answer to any of these questions is 'yes', the behavior is likely to be unacceptable.

## Following examples as a general guideline:

### Misconduct:

- Disrespectful, abusive, racist, or sexist comments or behavior
- Disrespectful conduct
- Minor incidents of violence (e.g., tripping, pushing, elbowing)
- Conduct contrary to the values of the Club
- Non-compliance with the Club's policies, procedures, rules, or regulations
- Minor violations of the Club's Code of Conduct

### Gross Misconduct:

- Repeated minor incidents
- Behaviour that constitutes harassment, sexual harassment, or sexual misconduct
- Major incidents of violence (e.g., fighting, attacking, sucker punching)
- Pranks, jokes, or other activities that endanger the safety of others
- Conduct that intentionally damages the Club's image, credibility, or reputation
- Consistent disregard for the Club's bylaws, policies, rules, and regulations
- Major or repeated violations of the Club's Code of Conduct
- Intentionally damaging Club property or improperly handling the Club monies
- A conviction for any Criminal Code offense

This policy applies to all PCC members.



## GRIEVANCE AND DISCIPLINARY PROCESS

Any individual may report an incident or complaint to the ride leader verbally and/or Disciplinary Chair (PCC President or Vice-President) in writing, within fourteen (14) days of the alleged incident. This timeline can be waived or extended at the Disciplinary Chair's discretion. Verbal complaints addressed during a ride can be pursued further, if the individual is unsatisfied with the resolution, by contacting the Disciplinary Chair within the required timeline. At the PCC's discretion, the PCC may act as the Complainant and initiate the complaint process under the terms of this Policy. In such cases, the PCC will identify an individual to represent the PCC.

The Club regularly receives feedback on its website or directly to ride leader or board members about the conduct of its members on Club rides. Not all feedback requires in-depth investigation. However, if action is required the member(s) involved will be asked to address the issue and if necessary take action to prevent the incident from occurring again. Whether or not an incident requires action will be determined by the ride leader or the organizer of the event.

The stages that may be followed when discipline is deemed necessary include the following:

- Verbal or written reprimand
- Verbal or written apology
- Service or other contribution to the Organization
- Removal of certain privileges
- Suspension from certain teams, events, and/or activities
- Suspension from all Organization activities for a designated period of time
- Payment of the cost of repairs for property damage
- Suspension of funding from the Organization or from other sources
- Expulsion from the Organization
- Any other sanction considered appropriate for the offense

If the breach of compliance is more serious in nature, especially if it involves rider safety and/or engagements with members of the public, the process would proceed as follows:

- An 'Investigation Team' would be formed by appointment of the PCC Board of Directors. It would comprise of three non-Board members.
- The implicated member(s) involved would be asked to explain what had happened to the Investigation Team.
- The Team would investigate the incident by consulting widely and gathering as much evidence as was necessary to understand and resolve the issue.
- Any implicated member who was involved in this disciplinary process would have the right to bring as much evidence to the Investigation Team as they felt necessary to support their position in the case of a dispute. This could include witnesses, notes, photos, etc.
- The Team would review the evidence with all those involved in the incident and agree its conclusions and recommendations.
- The Investigation Team would make disciplinary recommendations to the Board at the next scheduled board meeting, or if of a more urgent nature, at a specially convened Board meeting.
- Any proposed disciplinary actions would have to be approved by the Board.
- Once these had been agreed by the Board, they would be communicated back to all members involved.



In the case of a dispute, the implicated member(s) could appeal to a second Arbitration Team of three different non-Board Club members. If still not resolved, the implicated member(s) could appeal to the Club Board of Directors themselves.

The Board's decision would be final. If the breach was the first of its kind and of a relatively minor nature, the individuals concerned would be requested to take the appropriate remedial action and would suffer no further consequences. A repeat of the breach, or a more serious incident, might trigger the issuing of a written warning to those who were deemed to be responsible for the breach. Gross Misconduct could result in expulsion from the Club and if necessary, involvement of the Police.

The Disciplinary Chair will inform the respondent of the sanction, which will take effect immediately. Records of all sanctions will be maintained by the PCC Board.

### **REQUEST FOR RECONSIDERATION**

The sanction may be appealed within 7 days.

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The Peterborough Cycling Club's Discipline and Complaint Policy is intended to ensure members behave in a way that demonstrates respect for other members through brevity and plain language.