

Toronto Camera Club Harassment Policy

As Approved by the Board October 14, 2025

Preamble

The Toronto Camera Club is committed to providing an environment free of harassment. Every member has the right to attend Club events and to participate in Club activities free of harassment.

Meaning

Harassment includes repeated or ongoing conduct or communication - whether expressed through attitudes, beliefs, or actions - toward a member or group of members that a reasonable person would recognize as unwelcome. It also includes verbal abuse or the use of offensive language in any form (such as in person, by email, or through online platforms). In addition, a single incident of particularly serious behavior may also be considered harassment.

Complaint

A member who experiences harassment should contact the President or another member of the Board of Directors to express their concerns and expected remedy. Complaints will remain confidential and not be shared with the Membership except as noted below.

Investigation

The President or a Club member(s) assigned by the President will investigate the complaint. The complainant will be interviewed and the person(s) accused of harassment will be advised regarding the substance of the complaint and will be given an opportunity to respond. Depending on the circumstances, additional details may need to be shared with the person(s) accused of harassment to ensure fairness and procedural justice.

A confidential report will be prepared that addresses the nature of the complaint, the merits of the complaint, the remedy expected by the complainant, and the extent to which the matter has been resolved (for example, through an apology from the person(s) accused of harassment). The report will also recommend further action, where appropriate.

Decision

The Board will receive and review the report, meet *in camera*, and, if necessary, decide on further action up to and including termination of membership. The President will advise the parties of the Board's decision.

Awareness

This policy shall be posted on the Club's website so that it is available to all members for review. The policy will be referenced in applications for membership and membership renewal.