



academie DUELLO

Respectful Workplace Policy (the “Policy”)

Academie Duello is an inclusive space that welcomes any person to learn and participate in the classes taught, and in our community. It is an environment supportive of every individual's dignity, well-being and personal goals. Academie Duello students, instructors and staff members value inclusion, difference and diversity and are committed to addressing discrimination and harassment in all its forms.

Academie Duello is committed to providing a working and learning environment that is respectful, professional, and free of bullying, harassment and discrimination. All employees, instructors and students at Academie Duello have the right to work and train in such an environment. Bullying, harassment and discrimination are neither acceptable nor tolerated at Academie Duello.

Application

This Policy applies to all students, instructors, and employees of Academie Duello while at the school and while at Academie Duello hosted events or officially representing Academie Duello outside of the school such as at external competitions and festivals.

Definitions

Discrimination

Discrimination is unwelcome and inappropriate conduct or comment on the basis of race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age of that person or because that person has been convicted of a criminal or summary conviction offence, or any other ground protected by BC law (the “Protected Grounds”). Discrimination is prohibited by the *BC Human Rights Act*.

Bullying and harassment

Bullying and harassment includes any inappropriate conduct or comment by a person towards an employee, instructor or student that the person knew or reasonably ought to have known would cause that employee, instructor or student to be humiliated and would be unwelcome.

Some examples of harassment that will not be tolerated at Academie Duello include: verbal or physical abuse; threats; derogatory remarks, jokes, innuendo or taunts related to any Prohibited Ground. Academie Duello also will not tolerate any display of pornographic, racist or offensive signs or images; practical jokes that result in embarrassment; and unwelcome sexual invitations or requests, whether indirect or explicit.

What is not Bullying or Harassment?

The following behaviours, carried out reasonably, are not considered to be bullying or harassment: reasonable actions by managers or instructors to help manage, guide or direct employees or students; appropriate staff performance reviews, counseling or discipline by a supervisor or manager; appropriate technique correction or adjustment by an instructor in accordance with Academie Duello's teaching guidelines.

Reporting

Academie Duello requires employees, instructors and students to uphold the values of the school, and comply with this Policy. The Policy is intended to provide a safe and clear framework for any individual to raise concerns, and to enable Academie Duello to address them as quickly and fairly as possible.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of bullying, harassment and discrimination. Therefore, Academie Duello strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. Academie Duello will make every effort to stop alleged inappropriate behaviour, but can only do so with the cooperation of its employees, instructors and students.

Academie Duello strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position.

Procedure:

Individuals who have experienced conduct that they believe is contrary to the Policy or who have concerns about such matters should:

1. report their experience to their immediate supervisor, manager, or instructor, or
2. to an alternative supervisor, manager, or instructor should their immediate supervisor, manager, or instructor be the perpetrator of the conduct being complained of.

We encourage respectful communications between staff, instructors and students. An individual who feels uncomfortable reporting to their immediate supervisor or instructor can always report to a more senior manager or instructor or any member of management.

Every individual also has the right to contact the BC Human Rights Commission to make a complaint and to report any incident of assault that has occurred to the police.

Anonymous Complaints

Academie Duello recognizes that there may be instances where individuals feel uncomfortable disclosing their identities when making a complaint under this Policy. However, we strongly encourage individuals to provide their names to facilitate a thorough and fair investigation. Anonymous complaints often lack the necessary details to be properly investigated and can undermine the process.

To support individuals in feeling comfortable with disclosing their identities, Academie Duello provides confidential reporting channels. Complaints can be made through private meetings, or confidential emails. Complainants may also request a support person to accompany them to private meetings to help facilitate their comfort. All reports will be handled with the utmost discretion to protect the complainant's privacy.

We understand that there may be exceptional cases where an anonymous complaint is necessary. In such cases, the following procedures will apply:

1. The anonymous complainant must provide sufficient details, including the names of involved parties, specific incidents and dates, and any potential witnesses, to allow for a meaningful investigation.
2. Anonymous complaints will be assessed for their credibility and relevance. Incomplete or vague complaints may not be pursued due to the difficulty of investigation.
3. Academie Duello may be unable to take formal action on anonymous complaints due to the limitations in verifying the information. However, where possible, we will take appropriate steps to address the concerns raised.

By fostering a respectful and confidential environment, we aim to encourage genuine reporting while minimizing the occurrence of malicious or false complaints.

Investigation procedure

Academie Duello will investigate all complaints properly made under this Policy. Given the nature of Academie Duello's operations, the intention is to maintain a flexible approach to investigations such that there is no one-size-fits-all methodology but rather the approach will be adapted to the circumstances of each situation. Academie Duello may investigate the complaint or appoint a qualified person who has appropriate training or experience to investigate a complaint.

The general investigation process is as follows:

1. Once a complaint is received, it will be kept strictly confidential to the extent possible within the investigation process. Note that disclosing the identity of the complainant to the alleged wrongdoer or witnesses within the investigation may be necessary to allow for fair response and information gathering. This will be avoided where possible and the complainant will be informed if disclosure is necessary.
2. An investigation will be undertaken as soon as possible and all necessary steps taken to resolve the problem.
3. Both the complainant and the alleged wrongdoer will be interviewed, as will any individuals who may be able to provide relevant information. All information will be kept in confidence to the extent possible as outlined in #1.
4. If the complaint is substantiated as a result of the investigation, the wrongdoer will be disciplined appropriately. Discipline may include suspension or dismissal, and the incident will be documented in the person's file. No documentation will be placed on the complainant's file when the complaint has been made in good faith, whether the complaint has been upheld or not.
5. If the investigation fails to find evidence to support the complaint, there will be no documentation concerning the complaint placed in the file of the alleged wrongdoer.
6. Regardless of the outcome of a complaint made in good faith, the individual lodging the complaint, as well as anyone providing information, will be protected from any form of retaliation by other students, employees or instructors.
7. Any discipline as a result of a complaint is confidential and will not be shared, without express permission of the complainant and alleged wrongdoer, with anyone else except managers or instructors who have a need-to-know.

8. The complaint and investigation process must be kept confidential by those involved and there should be no discussion of the process with anyone not directly involved in the investigation. A breach of this confidentiality obligation may result in discipline.

Responsibilities

It is everyone's responsibility to comply with this Policy and help Academie Duello to provide a workplace and training space that is free from discrimination, harassment and bullying.

There are also specific responsibilities for different groups of people.

Academie Duello

Academie Duello's responsibilities under this Policy include:

1. supporting a complainant by providing information and referral as required;
2. investigating complaints and determining appropriate responses, including remedies for victims and discipline for wrongdoers;
3. advising the complainant of the final disposition of complaint; and
4. maintaining confidentiality, subject to the exceptions set out in this Policy.

Managers, supervisors and instructors

Managers, supervisors and instructors have a responsibility to prevent and discourage bullying, harassment and discrimination. In addition, their responsibilities include:

1. leading by example;
2. encouraging others to report inappropriate behaviour if it occurs and informing senior management if any complaints are received;
3. report any observed behaviour that is contrary to this Policy; and
4. making students and employees aware of this Policy.

Employees and students:

Employees and students have a responsibility to:

1. comply with this Policy;
2. report incidents of bullying, harassment or discrimination, even where the individual is not the victim if the victim may not report the incident;
3. cooperate in investigations, including maintaining confidentiality; and
4. refrain from any reprisals or other negative behaviour towards complainants.

Discipline

A breach of this Policy will result in a disciplinary outcome, and this may include dismissal from employment, suspension of training privileges, removal from instructing positions, disbarment from the school, or any other discipline that Academie Duello deems to be appropriate in the circumstances.

Retaliation against an individual who makes a complaint or who participates in the investigation process is not tolerated and will be a cause for discipline.

Complaints found to have been made in bad faith may also lead to discipline.

Questions?

Anyone with questions regarding this Policy is encouraged to contact a member of the Academie Duello management team. Members can be contacted directly or by email at management@academieduello.com.