

Policy \_\_\_\_\_

Subject: Sexual Harassment  
Effective: November 22, 2017

**1.0 Purpose:**

This policy will be applied in conjunction with the New Brunswick Human Rights Commission Guidelines on Sexual Harassment to ensure a safe experience for employees, members, and guests at the Sussex Golf and Curling Club.

*Link:*

[http://www2.gnb.ca/content/gnb/en/departments/treasury\\_board/human\\_resources/content/about\\_us/policies\\_and\\_guidelines/harassment\\_policy.html](http://www2.gnb.ca/content/gnb/en/departments/treasury_board/human_resources/content/about_us/policies_and_guidelines/harassment_policy.html)

**2.0 Definition:**

This policy prohibits any work-related act of sexual harassment by any member or employee of SGCC. Any person who has been sexually harassed by a member or employee while at SGCC may initiate a complaint under this policy.

**3.0 Procedure:**

- a) All incidents involving sexual harassment at SGCC are to be reported to our General Manager.
- b) At that time, the GM will be in contact with local authorities to pass along the information so they can investigate and oversee the complaint.
- c) All complaints passed onto the GM will be kept confidential.

**4.0 Administration of this Policy:**

This policy shall be administered by the General Manager.

**5.0 Review:**

This policy will be reviewed as required by the Board of Directors.