# Zero Tolerance Policy & Procedures

**INTRODUCTION**

The **High Prairie Agricultural Society** is committed to maintaining a safe, inclusive, respectful, and welcoming environment for all directors, members, staff, volunteers, participants, facility users, and guests.

The Society maintains a **Zero Tolerance Policy** for inappropriate, abusive, unsafe, or disruptive behavior of any kind.

**PURPOSE**

The purpose of this policy is to:

- Promote mutual respect, professionalism, and cooperation among all individuals involved with the High Prairie Agricultural Society;
- Encourage community-minded values and responsible conduct;
- Establish clear standards of acceptable behavior; and
- Protect all individuals from verbal abuse, physical abuse, harassment, intimidation, discrimination, and unsafe conduct.

The goal of this policy is to foster a safe physical environment and respectful social atmosphere for all members, directors, executive, staff, volunteers, participants, and facility users.

**POLICY APPLICATION**

This policy applies to all:

- Directors
- Employees
- Volunteers
- Members
- Participants
- Contractors
- Renters and facility users
- Guests attending Society functions, events, meetings, or rentals

This policy applies to conduct occurring:

- During all Ag Society business, meetings, activities, programs, and events;
- On all High Prairie Agricultural Society property and facilities; and
- Outside of Ag Society activities when conduct negatively impacts relationships, safety, operations, reputation, or the environment of the Society.

**PROHIBITED CONDUCT**

The following behaviors are strictly prohibited and will not be tolerated:

- Written, electronic, or verbal abuse, threats, harassment, or intimidation;
- Conduct that creates an intimidating, hostile, unsafe, or offensive environment;
- Displaying offensive, discriminatory, explicit, or inappropriate visual materials;
- Unwelcome remarks, jokes, comments, innuendo, taunting, profanity, or obscenities;

- Bullying, humiliation, ridicule, or demeaning behavior;
- Leering or other suggestive, inappropriate, or obscene gestures;
- Patronizing, condescending, or disrespectful behavior that undermines another individual;
- Practical jokes or conduct that causes embarrassment, humiliation, safety risks, or operational disruption;
- Sexual harassment, sexual assault, or attempted sexual assault;
- Physical violence, aggressive behaviour, or threats of violence;
- Possession or consumption of alcohol at unlicensed private bookings;
- Possession of outside alcohol at licensed events where alcohol service is regulated;
- Possession, use, or distribution of illegal drugs or substances at any Ag Society property, meeting, function, or event;
- Public intoxication during public or private bookings, meetings, or events;
- Damage, theft, or misuse of Society property or another individual's property; and
- Any other behavior deemed inappropriate, unsafe, or contrary to the values and standards of the Board of Directors.

**CONSEQUENCES OF POLICY VIOLATIONS**

Any violation of this policy may result in one or more of the following actions, depending on severity:

- Immediate removal or ejection from a meeting, event, booking, or Society property;
- Suspension of participation privileges or facility access;
- Written warning issued by the Board of Directors;
- Revocation or suspension of membership privileges for a minimum term of one (1) year;
- Termination of volunteer, contractor, rental, or employment relationship where applicable;
- Contacting law enforcement (RCMP) where warranted; and/or
- Legal action or charges being pursued where appropriate.

Failure to comply with a request to leave Society property may result in immediate RCMP involvement.

## Zero Tolerance Procedures

### RESPONSIBILITIES

The Board is responsible for:

- Ensuring this policy is enforced consistently and fairly;
- Ensuring all complaints and investigations are handled impartially, confidentially, and documented appropriately;
- Determining disciplinary actions where required.

**Selection Committee**

The Selection Committee is responsible for:

- Receiving, reviewing, and responding to zero tolerance complaints and incidents;
- Conducting or overseeing investigations;
- Reporting outcomes and recommendations to the Board of Directors.

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**Directors, Members, Participants & Facility Users**
All individuals are responsible for:

- Conducting themselves respectfully and safely;
- Adhering to this policy; and
- Reporting violations or concerns promptly.

## PROCEDURES

**1. Reporting an Incident**
Any individual who experiences, witnesses, or becomes aware of conduct violating this policy must report it as soon as reasonably possible.

Reports may be submitted:

- Verbally (in person or by phone); or
- In writing (email or written statement)

Reports should be directed to the Selection Committee,
Reports may be made confidentially wherever possible, and all concerns will be taken seriously.

Reports should include, where available:

- Description of the incident;
- Date, time, and location;
- Individuals involved;
- Witnesses; and
- Any relevant supporting documentation or evidence.

**2. Immediate Action**
Upon receiving a report, the recipient will take appropriate immediate action to ensure safety, which may include:

- Asking an individual to leave Society property or facilities;
- Restricting access to an event, meeting, or booking;
- Contacting RCMP or emergency services if an immediate safety risk exists.

The recipient will notify the Selection Committee as soon as possible.

**3. Investigation Process**

The Selection Committee will review the complaint and determine the appropriate investigation process.

The investigation may include:

- Interviews with involved parties;
- Interviews with witnesses;
- Review of written statements, video footage, or other evidence.

Where appropriate:

- Both the complainant and responding party will be informed a complaint has been filed;
- Both parties may have a support person or representative present during meetings;

- Status updates will be provided periodically where practical.

All investigations will be handled as confidentially as reasonably possible.

**4. Outcome & Disciplinary Measures**

If a complaint is substantiated, disciplinary action will be determined based on:

- Severity of conduct;
- Safety concerns;
- Previous incidents or warnings; and
- Impact on individuals, operations, or the Society.

Disciplinary measures may include any actions outlined under **Consequences of Policy Violations**. Decisions made by the Board of Directors are final.

**5. Follow-Up & Retaliation Prevention**

Follow-up may be conducted to ensure:

- The environment remains safe and respectful;
- No retaliation or further incidents occur;
- Appropriate restrictions or conditions are maintained.

Retaliation against any individual for reporting a concern or participating in an investigation is strictly prohibited and will itself be considered a violation of this policy.

The policy will be made available upon request and included in relevant onboarding materials, rental agreements, membership information, and operational manuals where applicable.

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