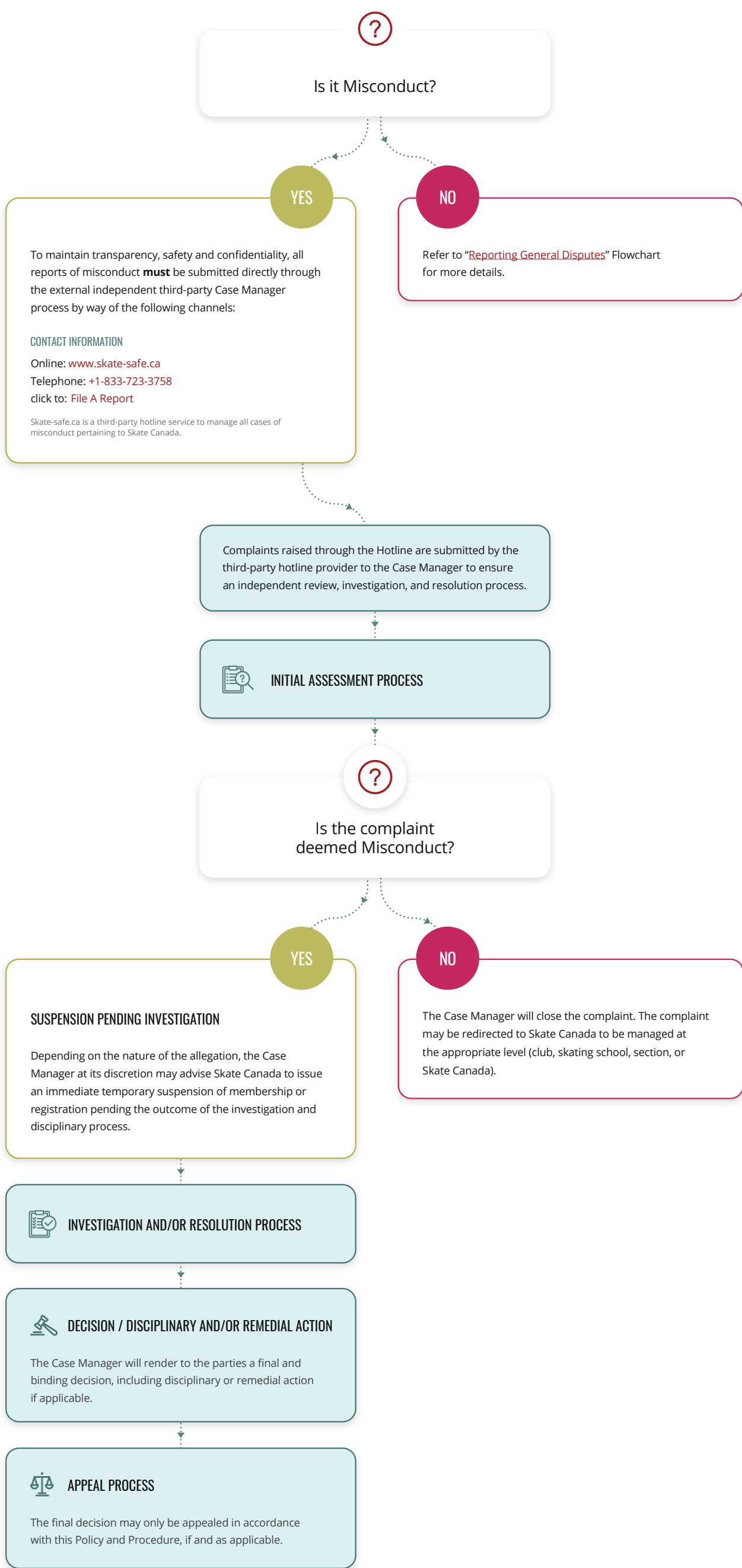


## FLOWCHART

# REPORTING MISCONDUCT

Misconduct means acts, conduct and/or behaviours that result in or have the potential to result in physical or psychological harm, which for the purposes of Policy includes: **maltreatment** (behaviours, acts and/or conduct of **abuse** including **physical**, **psychological**, and **sexual**; **neglect**; **grooming**; and interference or manipulation with the processes related to the implementation of this Policy, including retaliation, aiding and abetting, failure to report maltreatment of a minor, failure to report inappropriate conduct, and intentionally filing a false allegation), abuse of authority, **bullying**, **harassment**, and **discrimination**, all as defined within this Policy.



## ADDITIONAL INFORMATION

### SKATE-SAFE.CA

Skate Canada has engaged the services of an independent third-party dealing at arm's length to the organization to provide the skating community with an expert and objective facilitation for the reporting of all Safe Sport complaints of misconduct in support of Skate Canada's commitment to Canada's Safe Sport movement.

### FAILURE TO REPORT

An individual who knowingly fails to report a known actual or suspected behaviours or actions of misconduct pursuant to this Policy and the Procedure may be subject to disciplinary action, at the sole discretion of Skate Canada.

### CONFIDENTIALITY

Once a complaint of misconduct has been reported and until a decision is released, to protect the interests of all parties, no individual is permitted to disclose either the existence of a complaint or confidential information or records that form part of the investigation of the complaint to any individual outside of the complaint except as strictly required for the purposes of investigating, taking corrective action with respect to the complaint, or as otherwise compelled by law.

### OBLIGATION TO REPORT

Everyone has an obligation to report actual or suspected behaviours or actions of misconduct in accordance with this Policy.

### ACTING IN GOOD FAITH

Anyone reporting a concern must be acting in good faith and have reasonable grounds for believing the information being reported is true and accurate. Any allegations that prove not to be substantiated and prove to have been malicious or intentionally false will be viewed as a serious offence, subject to disciplinary action.

### THE COMPLAINT SHOULD CONTAIN

The complaint of alleged, actual or suspected misconduct should contain as much information as possible about the misconduct situation forming the subject of the complaint, including but not limited to dates, times, and locations of the occurrence (s) of misconduct, names of any witnesses to the occurrence (s), and a detailed description of the offensive behaviour or misconduct.