Calgary Marathi Association (CMA)

Zero Tolerance Policy

1. Purpose

This policy reminds all **Members, Committee Members, Volunteers, Vendors, and Sponsors** that the Calgary Marathi Association (CMA) maintains a strict zero-tolerance stance toward any form of harassment, inappropriate behaviour, or violence directed at any person associated with CMA. CMA is committed to providing a safe, respectful, and professional environment where everyone can contribute without fear of intimidation, hostility, or discrimination. Upholding this policy is a shared responsibility; violations will not be tolerated.

2. Policy Statement

Every CMA Committee Member, Volunteer, Vendor, and Member has the right to participate in and work in an environment free from harassment, bullying, discrimination, and violence. CMA recognizes that inappropriate behaviours undermine an individual's dignity, safety, productivity, and self-respect, and negatively affect the integrity and functioning of the organization. Any violation of this policy will be taken seriously and addressed promptly.

3. Definition of Harassment

Harassment is any unwelcome conduct, comment, gesture, or action that:

- Negatively affects a person's dignity or psychological well-being.
- Creates an intimidating, hostile, or offensive environment.
- Interferes with an individual's work, volunteer duties, or participation; or
- Is known, or ought reasonably to be known, to be unwelcome.

Harassment may be verbal, physical, written, electronic, or visual.

4. Examples of Inappropriate Conduct

Inappropriate conduct includes, but is not limited to:

- Demeaning or belittling behaviour that causes humiliation or embarrassment.
- Threatening, intimidating, or harmful actions that endanger safety or adversely affect performance or participation;
- Creating a hostile, coercive, or abusive environment.
- Offensive or insulting comments, jokes, slurs, name-calling, gestures, innuendoes, threats or taunting;
- Displaying or distributing inappropriate materials (posters, images, cartoons, graffiti, drawings or other visuals);
- Yelling, the use of profanity, or condescending/crude remarks directed at an individual or group;

- Ostracizing, spreading gossip or malicious rumours; or targeting a person time and again by repeating the same accusations.
- Using coercion, intimidation, or undue pressure in managing or monitoring another person's work or volunteer duties.

These behaviours are unacceptable **in person, by phone, email, text message, social media, or any other communication method**.

5. Reporting Procedures

Anyone experiencing or witnessing inappropriate behaviour should report it. Options for reporting include:

- Speaking directly to the person engaging in the behaviour (only if it is safe and appropriate to do so);
- Reporting to a next level Supervisor;
- Reporting to the **Executive Committee (EC)**; or
- Reporting to the **Board of Trustees (BOT)**.

Reports should be made **as soon as possible** to allow for timely and effective action. CMA will support individuals who report incidents in good faith and will not tolerate retaliation.

6. Investigation and Corrective Action

All reported or suspected incidents of harassment, inappropriate behaviour or workplace violence will be:

- Promptly reviewed;
- Fairly and thoroughly investigated.
- Handled with confidentiality to the extent possible; and
- Addressed with appropriate corrective measures if substantiated.

Possible corrective measures, depending on severity and findings, include:

- Verbal or written warnings.
- Temporary suspension of membership or privileges.
- Prohibition from volunteering or participating in CMA events.
- Suspension or termination of CMA membership; or
- Any other action deemed appropriate by the final authority (the BOT).

7. Support and Protection

CMA will make reasonable efforts to support affected individuals, including, where appropriate, temporary accommodations, while ensuring the investigation process is fair and timely. CMA will also take steps to protect confidentiality and minimize unnecessary contact between complainants and respondents during the process.

8. Responsibilities

- **Individuals**: Act respectfully, report inappropriate behaviour, and cooperate with investigations.
- **Supervisors / Committee Leads**: Receive reports, ensure complainants are supported, and refer matters to EC/BOT as required.
- **Executive Committee (EC) :** Ensure complaints are investigated, determine corrective actions, and enforce this policy.
- **Board of Trustees (BOT)**: Review the investigation report and decide the appropriate action to be taken and the governance of this policy from time to time.

9. No Retaliation

CMA prohibits retaliation against anyone who, in good faith, reports harassment, participates in an investigation, or assists in resolving a complaint. Retaliation itself is a serious violation and will be addressed under this policy.

Reviewed and Approved by: Executive Committee and Board of Trustees, Calgary Marathi Association
Effective date: July 1st 2026