

# **Shooting Federation of Canada**

## **Policy on Equity and Access**

### **Introduction**

The Shooting Federation of Canada (SFC) is an equal opportunity employer and as such abides by provincial human rights legislation which specifically prohibits discrimination on the basis of gender, race, colour, physical or mental handicap, age, family status, religion and political belief. Further, the Shooting Federation of Canada prohibits discrimination on the basis of sexual preference.

These principles of equity and access shall extend not only for employment purposes, but to all programs of the Shooting Federation of Canada, ensuring equal opportunity for participation by all Canadians.

### **Protocol**

The SFC is committed to creating and maintaining an equitable environment for all, providing access to its programs and services without discrimination of any kind.

Board/committee members, affiliated club executives, staff, coaches and managers of the SFC are responsible for preventing and discouraging discrimination by:

- Understanding and upholding the principles of this policy;
- Not engaging in behaviour contrary to this policy and ensuring that all members are treated fairly and equitably;
- Communicating the Federation's objective to creating and maintaining a discrimination-free sport;
- Not allowing or condoning behaviour contrary to this policy;
- Taking all complaints of discrimination by investigating complaints in a thorough and sensitive manner and taking prompt action to resolve situations in accordance with procedures outlined in the following sections.

### **Complaint Procedure**

Persons believing to have been discriminated against on the basis of gender, race colour, physical or mental handicap, age family status, religion or political belief may bring forward a complaint to the SFC by reporting the incident in question to the Executive Director (or senior ranking staff member at the time).

If this avenue is either unavailable or inappropriate, complaints may be made to:

- The President of the SFC; or failing this,
- Any member of the SFC Executive Committee; or failing this,
- Any member of the SFC Board of directors.

Members are encouraged to report incidents of discrimination. Members who bring forward an incident(s) to the attention of the SFC will receive the full support of the Federation. Complaints will be addressed in a sensitive, responsible and timely manner.

### **Complaint Investigation**

Once a complaint is reported, the following action must be taken:

- The complaint must be documented and immediately forwarded to the Executive Director, who in turn, must inform the Executive Committee of the complaint within seven (7) working days. If this avenue is either unavailable or inappropriate, the complaint may be forwarded to the President of the Federation.
- The Executive Committee will appoint a three-person panel to investigate the incident(s). The panel members will be deemed to be unbiased with regards to the situation at hand.
- The complaint will be documented and forwarded to the members of the panel.
- The panel will investigate the complaint and will forward to the President (or Executive Director if more appropriate) their decision on the complaint. This will be done within a three-week, or shorter if possible, time frame.

### **Conclusion**

The Shooting Federation of Canada is committed to ensuring equity and access to members of the public. However, a caution must be stated that, due to the inherent safety regulations involved with the use of firearms, care will be taken in permitting access to persons who demonstrate potential safety concerns for any reason.