

<p>Sexual Harassment Policy</p>	 <p>Pacific Flying Club www.PacificFlying.com</p>	<p>POLICY HRC-001</p>
--	---	----------------------------------

Sexual Harassment Policy

The Pacific Flying Club is committed to providing an environment that is free of harassment and promotes personal dignity and fair treatment of all members. The club has a responsibility to provide a harassment-free work environment and to investigate and correct harassment problems as soon as they come to light, even if a formal complaint has not been received. The Club is prepared to take appropriate disciplinary action against a member or employee found to have been involved with personal harassment of any kind.

Sexual harassment is considered a serious offence that is harmful to the individual affected as well as to the Pacific Flying Club community. Therefore, it will not be tolerated on any Club property or in any Club context.

All members and staff of Pacific Flying Club share responsibility for promoting and maintaining an environment free from all forms of harassment. Other forms of harassment include: race, color, national or ethnic origin, religion, sex, marital status, family status, mental or physical disability, pardoned conviction, and sexual orientation. To this end, we must be aware of what constitutes personal harassment and what procedures are in place to address harassment complaints.

What is Sexual Harassment?

Sexual Harassment is unwanted attention of a sexual nature, often with an underlying element of threat or coercion.

Sexual harassment occurs when:

- acceptance or rejection of sexual advances is a condition of your education or employment;
- acceptance or rejection of sexual advances affects training, performance evaluation, or any academic or career decision that affects the person;
- unwelcome sexual advances interfering with work or creating an intimidating, hostile or offensive environment;
- conduct exceeding the bounds of freedom of expression or academic freedom is discriminatory or hostile to people because of their sex and creates an intimidating, hostile or offensive environment;

Sexual harassment is not:

- a relationship based on mutual consent; a hug between friends
- mutual flirtation

Regardless, it should be noted that a sexual relationship between, for example, co-workers, instructors and staff, or an instructor and student, may create a hostile work or study environment and give rise to a complaint of sexual harassment.

<p>Sexual Harassment Policy</p>	 <p>Pacific Flying Club www.PacificFlying.com</p>	<p>POLICY HRC-001</p>
--	---	----------------------------------

How Can You Help Prevent Harassment?

You can contribute positively to learning and working environments at PFC by showing respect for other people. Be aware that an individual who has a different cultural background or values from yours may place a different interpretation on actions or comments that seem harmless to you. What you identify as humor may be experienced as humiliation or insult by a listener. Sexual and gender-based stereotyping are particularly likely to offend the dignity and sensitivity of others. Harassment can occur whether or not you are aware of it and can have serious consequences.

If You Experience Harassment....

Speak to us. The Chief Financial Officer (CFO) will help you decide how best to deal with the situation. Please call to arrange a private meeting and discuss your situation in confidence. You have the right to ask that your complaint be addressed initially through either an informal or formal procedure. On the basis of an informal complaint, the Chief Financial Officer can give you advice or recommend an informal resolution. A formal complaint is conducted only if you give written permission to do so and you agree to be identified. In allegations of sexual harassment, a Sexual Harassment Officer, other than the Chief Financial Officer, conducts the formal investigation fairly and in confidence and submits a written report to the Pacific Flying Club President. The report may include a number of recommendations and the President may initiate disciplinary proceedings against the harasser and order any redress he deems appropriate to correct the situation

To protect the reputations of all individuals involved in an allegation of sexual harassment, confidentiality is assured to both parties. However, confidentiality is not the same as anonymity. The names of individuals involved in an informal complaint will be divulged to third parties only with their written consent. In order to proceed with a formal complaint, the complainant must be prepared to be identified. Anyone formally accused of sexual harassment has the right to know what the allegation is and who made it. Others - e.g. witnesses, disciplinary officers, and so on - may be informed of the situation on a need-to-know basis.

The Club is committed to establish a supportive mechanism for dealing with harassment. In all instances, the Club will monitor the aftermath of a complaint resolution and accept responsibility for ensuring no reprisals occur.

Sexual Harassment Policy	 Pacific Flying Club www.PacificFlying.com	POLICY HRC-001
-------------------------------------	--	---------------------------

What if A Complaint is Filed Against You?

If an informal complaint is filed against you, you have the option of participating or not in an attempt at an informal resolution. You also have the right to withhold permission for your name to be divulged to third parties.

If a formal complaint is filed against you, you have the right to be informed of the investigation in writing. You have the right to participate and have your point of view taken into account and to be assisted by a member of the Association of Employees of Pacific Flying Club, a family member or a close associate.

Issued By: Clark Duimel
Executive Director, Pacific Flying Club
Date: 05 July 2021

This policy is in effect until superseded by the Executive Director of the Pacific Flying Club.