

California Creativity Association
Anti-Harassment
Policy
Version 1.0
Effective: 9/7/2019

Purpose of the policy

California Creativity Association, DBA California Destination Imagination (CalDI), administers the Destination Imagination (DI) Program in California. The CalDI environment should be characterized by mutual trust and the absence of intimidation, oppression and exploitation. CalDI strives to create and maintain an environment where children are safe and all people, youth and adult, are treated with dignity, decency and respect. This policy defines harassment as understood within CalDI and makes clear that harassment has no place in CalDI.

Policy statement

CalDI will not tolerate harassment of any kind. This includes, but is not limited to, harassment of adults or children, bullying in all forms, sexual harassment, and child sexual abuse. CalDI expects its staff and volunteers to take appropriate and immediate action in response to observations, complaints, or knowledge of violations of this policy.

All CalDI Staff and Tournament Staff are required by this policy to report observed or suspected harassment.

Definitions

Harassment: Any verbal or physical conduct, which may threaten, intimidate, coerce, or endanger the safety of a staff member, volunteer, or participant in the DI Program. Harassment is an umbrella category consisting of behaviors including, but not limited to: verbal and non-verbal harassment, physical harassment, sexual harassment, child sexual abuse, and bullying.

Sexual Harassment: Unwelcome sexual advances, verbal or nonverbal, requests for sexual favors, or other verbal or physical conduct of a sexual matter.

Child/Youth: Anyone under the age of 18.

Child sexual abuse: Any sexual activity with a child where consent is not or cannot be given.

Bullying: A form of harassment consisting of unwanted, aggressive behavior by another person or group, not family, that involves a real or perceived power imbalance and is intended to intimidate, dominate, coerce, isolate, or harm a person verbally, physically, psychologically, educationally, or socially.

Retaliation: Any adverse action taken because of report of harassment.

Tournament Staff: Volunteers provided by CalDI to run a DI Tournament on the regional or affiliate level. This includes Tournament Committees, ACMs, RCMs, RDs, ED, and Appraisers.

CalDI Staff: Volunteers who are either Tournament Staff or are working at other CalDI events.

Regional Director (RD): Person(s) responsible for the administration the DI Program in one of California’s regions.

Executive Director (ED): Person(s) responsible for the administration of the DI Program in California

Affiliate Challenge Master (ACM): Person(s) in charge of one challenge on the state level.

Regional Challenge Master (RCM): Person(s) in charge of one challenge on the regional level.

Appraiser: Volunteer tasked with appraising teams at a DI Tournament.

Detailed policy statement

The behavior expected from all CalDI Staff, volunteers and participants is to be courteous, mutually respectful, and pleasant. Everyone – Staff, volunteers and participants – should expect all interactions to be non-coercive, appropriate, acceptable and welcomed by all parties. The CalDI environment should be characterized by mutual trust and the absence of intimidation, oppression and exploitation.

CalDI has “zero tolerance” for all types of harassment. Harassment is incompatible with DI’s principles of collaboration and teamwork.

All CalDI Staff and Tournament Staff are required to report and, as trained, intervene when observing actual or suspected harassment. Similarly, if another person tells a CalDI Staff of an observed behavior that might involve harassment, the CalDI Staff will act to respond to the report.

Any complaints and investigations are treated confidentially to the extent possible, and information is disclosed strictly on a need-to-know basis. The identity of the complainant is usually revealed to the parties involved during the investigation and those investigating will take adequate steps to ensure that the complainant is protected from retaliation during and after the investigation. All information pertaining to a complaint or investigation under this policy will be maintained in secure files.

Harassment and Types of Harassment

Verbal harassment includes comments that are offensive or unwelcome regarding a person.

Nonverbal harassment includes distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion or disrespect toward an individual or group.

Physical harassment includes, but is not limited to: assault, hurting a person’s body, hitting, kicking, pinching, spitting on, tripping, pushing, taking or breaking someone’s possessions, making mean or rude hand gestures, and using physical coercion.

Sexual harassment occurs when a person directs negative, inappropriate or unwanted sexual conduct towards a person. The following are subtypes of sexual harassment:

- Verbal sexual harassment includes innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks and threats, requests for any type of sexual favor, and verbal abuse or “kidding” that is sexual in nature and unwelcome.
- Nonverbal sexual harassment includes the distribution, display or discussion or any written or graphic material in letters, notes, faxes, emails, photos, text messages, etc. that are sexually suggestive or show hostility toward an individual or group. Suggestive or insulting sounds, obscene gestures, leering and whistling are also included in this category.
- Physical sexual harassment includes unwelcome, unwanted physical contact including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing and forced sexual intercourse or assault.

Bullying and Types of Bullying

Verbal bullying—saying or writing cruel things, including teasing, name-calling, belittling, taunting and threatening to cause harm.

Physical bullying includes, but is not limited to: criminal assault, hurting a person’s body, hitting, kicking, pinching, spitting on, tripping, pushing, taking or breaking someone’s possessions, making mean or rude hand gestures, and using physical coercion.

Social bullying—hurting someone’s reputation or relationships, including leaving someone on purpose, telling others not to be friends with someone, spreading rumors about someone, and embarrassing someone in public.

Criminal bullying—assault or sexual aggression.

Cyber bullying—using digital technology such as social media, the Internet or cell phones to engage in bullying behaviors. CalDI events will not be opportunities for cyber bullying behaviors and, as such, CalDI will not be able to assist or to protect victims.

Harassment Incident Response

CalDI expects participants and volunteers to immediately report incidents involving suspected harassment of any type to any Tournament Staff, Regional Director or Executive Director.

Any CalDI Staff who witnesses such acts or receives a report of the same must take immediate steps to intervene when safe to do so by following the steps detailed in the

accompanying Procedures document. This will be covered in training for CalDI Staff and Tournament Staff.

Harassment Incident Investigation

Any Report of Harassment will be investigated by the Regional Director and/or Executive Director. They will follow the procedure “Investigate a report or complaint of harassment” in the separate Anti-Harassment Procedures document.

Retaliation

No retaliation will be tolerated in response to:

- filing or responding to a bona fide complaint of harassment or bullying
- appearing as a witness in the investigation of a complaint
- serving as an investigator of a complaint.

Anyone who retaliates against someone who has reported a violation in good faith is subject to discipline ranging from counseling up to and including being barred from participation in CalDI programs and events.

Any allegations which are found to be malicious or knowingly false will be viewed as a violation of CalDI policy and will result in discipline up to and including removal from the CalDI program.

Anti-Harassment Training

The elements of this Policy, along with the Procedures in the accompanying Anti-Harassment Procedures document, will be included in training for the CalDI Board, California Affiliate Staff, Regional Staff, Tournament Staff, ACMs, RDs, RCMs, Appraisers, and Team Managers. See details of training content in that Procedures document.

All Team Managers will receive notification of this Policy and the accompanying Procedures annually at the time they sign up on mycaldi.org in an attempt to ensure team participant safety during the entire DI year.

Applicability and Compliance

CalDI, in compliance with all applicable laws and regulations, will enforce this policy. Any person who is found to have violated this policy will be subject to discipline up to and including counseling, denial of participation in the CalDI program, termination of position and/or law enforcement notification.

Furthermore, anyone involved in the DI Program who knowingly allows or tolerates discrimination, harassment or retaliation, including the failure to immediately report such misconduct through the above-designated chain, is in violation of this policy and is subject to discipline.

Contact for policy interpretation, help, and problem resolution

Executive Director.

Implementation procedures

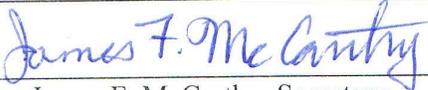
This policy will be implemented beginning with the 2019-20 DI season. It will be included in all training sessions including Team Managers, RCM, ACM, Appraiser, and the CalDI Board.

Related policies and references for further information

1. [Anti-Harassment Procedures](#)
2. [Harassment Incident Report Form](#)
3. [Whistleblower Policy](#)
4. [Code of Ethics Policy](#)
5. [Anti-Discrimination Policy](#)
6. [Background Check Policy](#)
7. [Volunteer/Student Policy](#)

Revision History

Version	Date	Changes
1.0	9/7/2019	Initial release - Approved by California Creativity Board

CERTIFICATE	
This is to certify that the foregoing is a true and correct copy of the "Anti-Harassment Policy", version 1.0, of the Corporation named in the title thereto and that such Policy along with the accompanying Procedures and Form were duly adopted by the Board of Directors of said Corporation on 9/7/2019.	
	9/7/2019
James F. McCarthy, Secretary	