

QuidditchUK Sexual harassment policy

Any questions or concerns about the issues raised in this policy should be directed to primarily the Volunteers Director, or to the Teams Director. Please see below for a list of whom to contact in order to submit a sexual harassment claim.

QuidditchUK does not tolerate sexual harassment of any kind of its members.

QuidditchUK takes the matter of sexual harassment very seriously and, accordingly, has published this policy statement which we hope makes clear our commitment to eradicating sexual harassment wherever it is found.

Individuals suffering sexual harassment should not hesitate to use the procedures set out below.

All members of QuidditchUK have a responsibility to comply with this policy and to treat all members, players, officials, and volunteers of all genders with dignity and respect.

Allegations of sexual harassment will be dealt with seriously and confidentially. Members should not fear victimisation upon bringing complaints. However, you should always remember that any complaint which is made should be serious and should not be made frivolously.

What is sexual harassment?

Sexual harassment is an unwelcome sexual advance, unwelcome request for sexual favours or other unwelcome conduct of a sexual nature which makes a person feel offended, humiliated, uncomfortable and/or intimidated, where a reasonable person would anticipate that reaction in the circumstances.

Examples of conduct which may constitute sexual harassment and are clearly unacceptable are: (List is not exhaustive)

- Unwelcome touching;
- Staring or leering;
- Suggestive comments or jokes;
- The display or circulation of sexually suggestive material.;
- Unwanted invitations to go out on dates;
- Requests for sex;
- Intrusive questions about a person's private life or body;
- Unnecessary familiarity, such as deliberately brushing up against a person;
- Insults or taunts of a sexual nature;
- Sexually explicit physical contact; and
- Sexually explicit content through digital communication (social media, sms, instant messenger etc.).

There is no requirement for the behaviour to be repeated or frequent, a single incident will constitute sexual harassment if sufficiently serious.

Procedure

If an incident happens which you think may be sexual harassment it may be possible that it can be dealt with by telling the offending person that you do not want it to happen again. However, this may not work or you may not wish to confront the individual concerned, in which case you should use the procedure set out below.

If you are unsure whom to contact then please consult this list of persons you could contact in order of relevance:

1. Volunteers Director
2. President
3. Vice-President
4. Teams Director
5. Expansion Director
6. Assistant Teams Director

*This is a non-extensive list designed to be a **guide** for those unsure of whom to contact. Any QuidditchUK volunteer may be contacted. For any non-senior QuidditchUK volunteers who are contacted, they will discreetly approach their departmental head. Should there be conflict of interest with a departmental head, another senior QuidditchUK volunteer may be approached who does not have any conflict of interest.*

If you are in any doubt as to whether an incident or series of incidents which have occurred constitute sexual harassment, then in the first instance you should approach a trusted QuidditchUK volunteer confidentially, on an informal basis. Please see the list above for relevant individuals who could be contacted. The *contacted individual* will be able to advise you as to whether the complaint merits further action, in which case the matter will be dealt with formally.

If possible, the complaint may be resolved first without a formal investigation. If you or someone on your behalf has explained to the relevant person that the conduct to which you have been subjected is unacceptable, then the matter may resolve itself.

If formal investigation of a complaint is appropriate, then you will need to be interviewed by the *contacted individual* to establish the full details of what has happened. Either at an initial interview or during the course of an investigation, issues which may be raised with you may include:

1. What happened, when and where?
2. Were there any witnesses to the harassment?
3. Do you know of anyone else in the workplace who has suffered from the same kind of behaviour?

4. Have you notified anybody else of the situation and if so what did that person do about it?
5. What has been done about the situation?
6. What do you want done about the situation?

You will be asked not to discuss the investigation of the alleged incidents with others, and a prompt timetable will be set down for investigation. We will discuss this with those involved to confirm the plan, dates and times of the investigation with all parties.

QuidditchUK will investigate the matter thoroughly, the process may involve interviews with yourself, the alleged harasser, and any other involved party. (You will not be required to attend any interview alongside your alleged harasser). QuidditchUK may also carry out any other method of investigation they deem appropriate.

Disciplinary action may be taken against the person alleged to have committed the behaviour you are complaining about and, depending on the circumstances of that individual and the seriousness of the complaint, may result in the removal and barring of that individual from and QuidditchUK event or member team trainings.

The investigation will be thorough and impartial and will not be carried out by anybody in direct contact with the parties concerned.

All members should be aware of their responsibilities and that this policy will be enforced by QuidditchUK with zero tolerance.

We hope that by issuing this policy statement we have made clear our commitment to keeping our community free from sexual harassment.