

Increasing Safety at Uptown Swing Collective Events

PURPOSE

This document describes policies and procedures for increasing safety at Uptown Swing Collective (USC) events. USC commits to holding whomever causes harm at a USC event accountable for their actions. USC will not involve itself in police matters, except where required by law.

Although we cannot guarantee a safe space to all people who attend USC events, we will try to:

- remove any immediate threats or danger;
- contact emergency services for support when appropriate;
- listen to everyone who was involved in a harmful incident;
- take reports of unsafe behaviour seriously;
- include the reporting party's voice and needs in the accountability process; and
- take power and privilege dynamics into consideration when determining a resolution.

We believe that building a community requires us to be respectful and intentional. The policies and procedures seek to ensure that a fair process is extended to all involved parties, while acknowledging and placing high value in those who have been harmed.

We welcome your feedback.

AUDIENCE

This document provides information to anyone attending USC events.

DEFINITIONS

The following terms are used throughout this document:

- **Complainant** – The person making a complaint that they have been harmed.
- **Respondent** – The person accused of doing harm.
- **Incident** – The event where the Complainant experienced or witnessed the unsafe behaviour by the Respondent.
- **Increasing Safety Committee (ISC)** – An appointed group of USC volunteers who collaborate to build a safe community.
- **Harassment** – A form of discrimination that offends or humiliates another, which includes: unwanted physical or verbal behaviour; unwelcome discriminatory remarks; and threatening or intimidating behaviour.
- **Sexual Harassment** – Sexual harassment may include unwelcome sexual jokes, sexual propositions, persistent romantic pursuit, sexual touching, or assaults.

PROCEDURE

The ISC is to follow the steps outlined in this section.

Step 1 – Confirm

Establish that a harmful incident occurred at a USC event. Gather details and evidence about the incident from the Complainant.

Step 2 – Informal Process

Help the Complainant identify a simple and informal resolution with the Respondent.

- The Complainant is advised to submit a completed Events Conduct Complaint form.
- The ISC will review the details and evidence.
- The ISC will make suggestions to improve safety at USC events.

Step 3 – Formal Resolution

Formalize an outcome for all persons involved.

- The ISC will investigate the incident as expeditiously as possible.
- The ISC will omit unsubstantiated allegations and hearsay.
- The investigation results will be shared with the Complainant and Respondent.
- A decision regarding restorative or disciplinary actions may include:
 - Suggestion to seek counselling.
 - Suggestion to contact VictimLinkBC.
 - Suggestion to contact police and/or emergency services.
 - Suggestion to compose a genuine written apology.
 - Temporary suspension from USC events, as a cooling-off period.