



Child & Youth Abuse Protection Policy

Anti-bullying/Anti-harassment Policy

Code of Ethics/Conduct Policy

Privacy Policy

Data Protection Policy

CHILD AND YOUTH ABUSE PREVENTION PROGRAM FOR SCOTDANCE CANADA

Introduction

To help protect children, **SCOTDANCE CANADA (SDC)** has adopted the following Child and Youth Abuse Prevention Program. It is important that all **SCOTDANCE CANADA** volunteers understand and implement these guidelines to help prevent sexual abuse against children. The following includes the Purpose and Definitions for these guidelines, the outlines of Protection and Prevention, and an Acknowledgement to be signed by those working with children.

Purpose

These procedures are designed to reduce the risk of child sexual abuse in order to:

1. Provide a safe and secure environment for children, youth, adults, members, volunteers, and visitors.
2. Assist **SCOTDANCE CANADA** in evaluating a person's suitability to supervise, oversee, and/or exert control over the activities of children and youth.
3. Satisfy the concerns of parents and staff members with a screening process for volunteers and professional members.
4. Provide a system to respond to alleged victims of sexual abuse and their families, as well as the alleged perpetrator.
5. Reduce the possibility of false accusations of sexual abuse made against volunteers and professional members.

Definitions

The following terms are used herein and are defined as follows:

1. *Professional Member - Teacher:* This group of members educates the dancers in the technique of Highland dancing in preparation for competition and medal tests. They register annually starting in September with ScotDance Canada (SDC). Requirement of registration is a member of good standing in one of the three International Examining Bodies. Current membership is evidenced by supplying a photocopy of the Examining Body Membership Card. Professional members register with SDC in order to receive current information and to allow their students to compete.
2. *Professional Member – Adjudicating Panel:* The members of the Adjudicating Panel are certified by the Scottish Official Board of Highland Dancing (RSOBHD) in Scotland. The composition of the Adjudicating Panel at competitions varies from event to event. Judges can be hired from countries other than Canada. The Canadian Members of the RSOBHD. Adjudicating panel are members of ScotDance Canada. Although membership is not mandatory, the panel still registers with ScotDance

Canada in order to receive current information. A great majority are teaching members as well, so they register in order for their dancers to participate. The panel has very specific guidelines, rules and regulations to follow as laid-out by the RSOBHD in the most current Constitution and Rules book.

3. *Pipers hired for SDC Sanctioned Events* – These individuals are approved by ScotDance Canada Affiliates (provinces) to pipe at ScotDance Canada sanctioned events.
4. *Children/Youth/Minor*: Any person who has not reached their 18th birthday or the age of majority as defined by provincial law.
5. *Adult*: Any person who has reached their 18th birthday or age of majority as defined by provincial law.
6. *Sexual Abuse*: The employment, use, persuasion, inducement, enticement, or coercion of any minor or adult to engage in, or assist any other person to engage in, any sexually explicit conduct or any simulation of such conduct for the purpose of producing any visual depiction of such conduct or rape, and in cases of caretaker or inter-familial relationships, statutory rape, molestation, prostitution, or other form of sexual exploitation of minor or adult, or incest with a minor or adult, or as defined by federal and state law. This includes and is not limited to unwelcome sexual remarks, jokes, advances, leering, whistling, or sexual gestures; sexual touching, fondling, molestation, assault, or other intimate physical contact; compelling another person to engage in a sexual act by threats or fear or undue influence; and providing or displaying pornographic materials to another person.
7. *Emotional Abuse*: Verbal or nonverbal conduct including mental exploitation, degrading communication, or humiliating or threatening conduct that may or may not include bullying or as defined by provincial law.
8. *Physical Abuse*: The deliberate application of force to any part of a child's body, which results or may result in a non-accidental injury. Physical abuse may include shaking, choking, biting, kicking, burning, poisoning, holding a child under water, or any other harmful or dangerous use of force or restraint. Most child physical abuse is associated with physical punishment or is confused with child discipline.
9. *Layered Screening*: Consideration given to those volunteers with skills and expertise in a particular field. The level of screening for volunteers based on risk assessment associated with the Job Description.
10. *Competition Organizer*: Committees, associations and/or organizations comprised of experienced volunteers that may include parent(s) of dancers and always include at least one professional member of SDC who oversees the technical aspects of the event. They facilitate the event from planning through to execution, and in doing so provide competitive opportunities for dancers. Organizers are required to follow the rules and regulations of the RSOBHD and SDC and must register annually with SDC, the National Registration Agent for RSOBHD. All Organizers must attend annual meetings hosted by an SDC registration agent. Non-attendance at Organizers meetings for a period of two years will result in automatic removal of their registration number as per RSOBHD rules.

11. *Registrar*: These volunteers issue the dancer numbers the day of the event and deal with last minute registration issues that may arise the day of the competition. In 100% of the events, this task is completed in an open venue and the participants are accompanied by the parents.
12. *Stage Carpenters*: These volunteers are almost exclusively fathers of the dancers. The stages are erected prior to the dancers arriving and taken down after the event. Periodically throughout the day they are asked by the organizer to perform maintenance on the structure.
13. *Stage Marshals*: These volunteers in most events are in clear view of parents and guardians. In many cases the professional members mentioned above volunteer to assist the organizers.
14. *Scrutineers*: This position requires specific training and in most cases these volunteers have performed this task repeatedly at other events in previous years. They are sequestered in a room and have no contact with parents or dancers. They are usually professional members and/or the parents of a participant and are very well known in the community. Very rarely do these volunteers work singularly. Minimum number of scrutineers required would be a 2 person team.
15. *Runners*: This is usually a sibling of one of the participants or a member of the Competition Organizing Team. They “run” the competition results from the judges to the scrutineering room throughout the day. At large competitions, they usually have a chair in close location to the judging tables to cater to the needs of the judges.
16. *Award Presenters*: This category of volunteers usually consists of past Championship Dancers, VIPS or a member of the Competition Organizing Team. They are very well known to the community. Their tasks are always performed in full view of the audience and in many cases video-taped.

Protection and Prevention

ScotDance Canada Members Job Descriptions

Dance Teacher: This group educates the dancers in the technique of Highland dancing in preparation for competition and medal tests. Teachers are certified by at least one of the International Examining Bodies based in Scotland. Training for a teacher status involves years of specific dance classes, medal exams, competition and schooling in our Highland dance community.

Member of the RSOBHD Adjudicating Panel: They are registered with the Board in Scotland. Any complaints with regards to the actions of judges are forwarded in a report to the Board. The Board in Scotland, through the disciplinary committee, deals with the complaints. This is outside the jurisdiction of SDC. A great majority of judges are active SDC teaching professionals.

Volunteer Job Descriptions

Competition Organizers:

- Register annually as a Competition Organizer via SDC, the registration agent for the RSOBHD.
- Organize, coordinate, and facilitate Highland dancing competitive event(s).
- Adhere to the rules and regulation of the world governing body of Highland dancing (RSOBHD) as detailed in the most current version of the current RSOBHD Constitution and Rules.
- Follow procedures and guidelines as detailed in the current SDC Competition Organizers Manual. The manual explains RSOBHD rules specific to organizers. It details procedures for implementing the rules and provides SDC-prepared documents to assist in training volunteers

- for competition specific tasks such as marshalling, stage preparation, scrutineering, contracting and coordinating of judging and musical accompaniment.
- Enlist additional volunteers to facilitate the execution of the competitive event and ensure SDC volunteer screening procedures are followed. Document any concerns and report them to SDC in a timely manner.
- Handle any objections or complaints regarding the event according to the current RSOBHD Constitution and Rules and SDC Competition Organizer Manual.

Registrar:

- Ensures competitor registration station is set up near the event entrance or other highly visible area.
- Issues numbers to competitors the day of the event upon verification of the dancer's registration with the RSOBHD via display of dancer registration card.
- Report any discrepancies to the Competition Organizer.
- Take direction, as required, regarding any errors or omissions with registration.

Stage Carpenter

- When required, plans and constructs dancing stage(s) according to the guidelines provided in the RSOBHD Constitution and Rules at minimum and based on directive of the Competition Organizer.
- Works with additional stage carpenters as required.
- Stage to be erected prior to the start of the dancing event and dismantled following completion of the event.
- May be asked to be on-call for minor maintenance, such as taping or leveling of stage as required by competition organizer during the event.

Stage Marshals

- Line up dancers according to competitor number and in accordance with SDC Marshalling Instructions as provided in the SDC Competition Organizer Manual, and the RSOBHD. Recommendations for Accommodation and Marshalling of Competitors as provided in the current RSOBHD Constitution and Rules.
- Marshalling which may or may not be in full view or of dancers, parents and other spectators and never in isolation.
- If a stage manager is required due to the number of platforms, then that position should be filled by a current member of SDC.

Scrutineers

- Tabulate individual and overall scores from Judging Sheets according to the scrutineering rules provided in the current RSOBHD Constitution and Rules.
- May use SDC-recommended forms and/or software to facilitate the execution of this task.
- Ensure judging scores are kept confidential.
- File overall results once tabulated and report results to RSOBHD when required in accordance with the RSOBHD Constitution and Rules regarding Championships.
- Execute task without direct contact with competitors.

Runner/Steward

- Transport Judge's mark sheet from Judge's station to the scrutineering station upon completion of each dance class.
- No direct contact is made with the competitors; the information contained on the Judge's mark sheet is considered confidential.

Award Presenters

- Present trophies, medals, ribbons or other awards to winning competitors upon completion of the competitive events.
- Presentations usually to occur in same public venue as competition and never with presenter in isolation with a dancer.

Screening Procedures

The following screening procedures are to be used with volunteers who are entrusted with the care and supervision of minors or a person who directly oversees and/or exerts control or oversight over minors. All information collected should be maintained in confidence.

Rule of Two:

All individuals outlined within the screening procedures section must adhere to the “Rule of Two”. The goal of the Rule of Two is to ensure all interactions and communications are open, observable, and justifiable. Its purpose is to protect participants (especially minors) in potentially vulnerable situations by ensuring more than one adult is present. There may be exceptions in emergency situations.

In general, the two-adult rule simply states that no fewer than two adults and two children must be present at all times. Avoid private and or one-on-one situations unless in an emergency.

The main purpose of the two-adult rule is to increase accountability and decrease isolation. There are many benefits to having two sets of adult eyes on any given situation with a minor including:

- Significantly reduces the risk of an incident of abuse. A predator won't hang around if they know they are in sight of another adult
- Protects against false accusations
- Reduces liability and a possible claim of negligence
- Offers additional help if there is an accident or emergency

Organizations are encouraged to ensure that individuals in supervisory roles are appropriate for, and acceptable to, the individual. It is imperative no matter what role an individual plays, that actions must be taken to limit the instances that put minors at risk of being in vulnerable situations.

Dance Teacher – Member of ScotDance Canada

Risk level based on continual and private involvement with dancers: high
Individuals are considered to be in a position of trust and authority

Requirement:

- As of September 2010, all existing ScotDance Canada Members who were full time or part time teachers or judges submitted an “Enhanced Canadian Police Information Centre Record Check” for the renewal process. As of 2015, and all subsequent 2 years, renewing members will complete an online police check through Sterling Talent Solutions.
- All new members must submit an Enhanced Canadian Police Information Centre Record Check via their local police department if of legal age (in accordance with SDC Risk Management police check requirements). If under the age of 18, initial criminal record checks cannot be performed by police agencies or Sterling Talent Solutions. Once the member has attained age 18, they must

submit a criminal record check as a minimum requirement. If eligible to have an ECPIC conducted at age 18, this may be done as well, or when the member attains age 25. For all subsequent 2 years, renewing members will complete an online police check through Sterling Talent Solutions.

- Implementing the Rule of Two means that any one-on-one interaction (private) between a teacher and a dancer must take place within earshot and view of another adult, i.e. not behind closed doors.
- Teachers should self-identify situations that may put you or the dancer in a vulnerable situation and consider ways to avoid or alter the environment. Make this a regular practice.
- When travel is necessary, avoid situations where there is only one teacher/volunteer with a single minor dancer. Prior to traveling to an event, make arrangements with others to associate with during the event and when away from the venue. Ensure the teacher/volunteer has been appropriately screened and that the dancer is comfortable with the individual and parental consent is given.
- Social media (minors) – avoid outside communicating/contact with minors via social media, no friending of minors, etc. Communication/contact should be via the minor's parent/guardian.
- Parents should be encouraged to play a proactive role by asking the teacher if the organization the teacher belongs to has adopted responsible practices to protect minors.

Member of the RSOBHD Adjudicating Panel - Member of ScotDance Canada

*Risk level based on no direct contact with dancers **while adjudicating**: low*

Individuals are considered to be in a position of trust and authority.

Requirement:

- Skill requirements set by RSOBHD. Every member of the Adjudicating Panel is accountable to the RSOBHD.
- As of September 2010, all existing ScotDance Canada Members who are RSOBHD judges submitted an "Enhanced Canadian Police Information Centre Record Check" for the renewal process. As of 2015, and all subsequent 2 years, renewing members will complete an online police check through Sterling Talent Solutions.
- All new members must submit an Enhanced Canadian Police Information Centre Record Check via their local police department. In all subsequent 2 years, renewing members will complete an online police check through Sterling Talent Solutions.
- As a condition of employment, foreign judges are required to fulfill equivalent ECPIC police record checks through approved agencies within their country of residence and submit to the governing body where they reside, who will provide confirmation to SDC's Risk Management Committee. Police checks have an expiration date of 2 years and would need to be renewed accordingly upon request to judge.

Pipers hired for SDC Sanctioned Events:

*Risk level based on no direct contact with dancers **while piping**: low*

Individuals are considered to be in a position of trust and authority.

- **Individuals considered to be in a position of trust and authority**
- Approved by SDC's Affiliates (provinces) to be placed on the SDC Pipers' List
- Required to provide an "Enhanced Canadian Police Information Centre Record Check" as an initial police check and all subsequent 2 years will complete an online police check through Sterling Talent Solutions.
- As a condition of employment, foreign pipers are required to submit equivalent ECPIC police record checks from approved agencies within their country of residence to SDC's Risk

Management Committee. Police checks have an expiration date of 2 years and would need to be renewed accordingly upon request to pipe.

Registrar:

Risk level based on registration of dancers the day of a competition: low

Requirement:

- Person(s) filling the position be identified prior to the competition. Organizers identify the person's involvement in the community by verifying the dancers' name and teacher. If unknown, teacher verification required. Organizers log and maintain this information in their files.
- Any issues or problems must be recorded and reported to SDC.

Stage Carpenters.

Risk level based on involvement with dancers: low

Requirement:

- Person(s) filling the position be identified prior to the competition, Organizers identify the person's involvement in the community by verifying the dancers' name and teacher. If unknown, teacher verification required. Organizers log and maintain this information in their files.
- Any issues or problems recorded and reported to SDC.

Stage Marshals

Risk level based on involvement with dancers: low to medium

Requirement:

- Person(s) filling the positions be identified prior to the competition, Organizers identify the person's involvement in the community by verifying the dancers' name and teacher. If unknown, teacher verification required. Organizers log and maintain this information in their files.
- Any issues or problems recorded and reported to SDC.

Scrutineers

Risk level based on involvement with dancers: low

Requirement:

- Person(s) filling the positions be identified prior to the competition, Organizers identify the person's involvement in the community by verifying the dancers' name and teacher. If unknown, teacher verification required. Organizers log and maintain this information in their files.
- Any issues or problems recorded and reported to SDC.

Runners/Stewards

Risk level based on involvement with dancers: low

Requirement:

- Person(s) filling the positions be identified prior to the competition. Organizers identify the person's involvement in the community by verifying the dancers' name and teacher. If unknown, teacher verification required. Organizers log and maintain this information in their files.
- Any issues or problems recorded and reported to SDC.

Award Presenters

Risk level based on involvement with dancers: low

Requirement:

- Person(s) filling the positions be identified prior to the competition. Organizers identify the person's involvement in the community. Organizers log and maintain this information in their files.
- Any issues or problems recorded and reported to SDC.

Confidentiality

Information obtained through the screening, application, reference check, interview, and criminal background check will be kept in confidence, unless otherwise required by law. All information discovered or obtained through the above-referenced means will be kept in a secure location and access to it will be restricted if possible.

Confidentiality at all times must be attained in accordance with ScotDance Canada's Risk Management Data Protection Policy.

Behavioral Guidelines for Volunteers

All volunteers will observe the following guidelines. The Rule of Two should be implemented at all times.

1. Avoid all touching with minors. In the event a minor initiates physical contact and/or inappropriate touching, it is appropriate to inform the minor that such touching is inappropriate. The line up area for the dancers is a “no touch” zone. Should a dancer require assistance with a dance number or other costume adjustments, 2 marshals should attend to the dancer. It is a risk management protocol to avoid any contact with minors backstage. If at all possible, the parent should be called backstage to assist for costume adjustments/dance numbers.
2. Restricted-enclosed back stage area: The marshals must work in pairs. Under no circumstances should the stage marshals be touching the dancers (*grabbing* a dancer's arm to pull them into line for example). If any costume adjustments are to be made, this must be completed in pairs and preferably with a stage manager present. If at all possible, the parent should be called backstage to assist. If there are more than 3 stages lining up at one time, ScotDance Canada is making a strong recommendation that a stage manager is required to oversee the stage marshals.
3. Never engage in physical discipline of a minor. Volunteers shall not abuse minors in any way, including but not limited to physical abuse, verbal/mental abuse, emotional abuse, and sexual abuse of any kind. Marshals should be cognizant of their tone when speaking to the dancers.
4. If you recognize an inappropriate relationship developing between a minor and adult, maintain clear professional boundaries and refer the minor to another individual with supervisory authority.
5. Anyone who observes abuse of a minor will take appropriate steps to immediately intervene and provide assistance. Report any inappropriate conduct to the proper authorities and officials of the event as well as **SCOTDANCE CANADA** for handling.

Recommendations for Enclosed/Restricted Back Stage Areas

- Organize prior to day of competition
- Identify the volunteer by requesting the name of their dancer and the teacher.
- Verify/confirm with the teacher if not known
- Maintain a log of all volunteers according to SDC's Risk Management Data Protection policy.
- Marshals work in pairs (Rule of Two) and never in isolation of other volunteers, professionals and/or adults.
- Maintain a no touch zone
- Conscious of the tone used when talking to dancers
- More than three stages – strongly recommend Stage Manager who is a member of SDC.
- Marshalling conduct to be reviewed with marshals prior to working with dancers.
- Review and make readily available the SDC Marshalling Instructions.
- Should an issue arise never deal with it alone. Work in pairs and preferably call the stage manager to deal with the issue. Report any issues to SDC.

Disqualification

No person may be entrusted with the care and supervision of minors or may directly oversee and/or exert control or oversight over minors who has been convicted of the offenses outlined below, been on

a probated sentence or received deferred adjudication for any offense outlined below, or has presently pending any criminal charges for any offense outlined below until a determination of guilt or innocence has been made, including any person who is presently on deferred adjudication. The following offenses disqualify a person from care, supervision, control, or oversight of minors:

1. Any offense against minors as defined by provincial law.
2. A misdemeanor or felony offense as defined by provincial law that is classified as sexual assault, indecency with a minor or adult, assault of a minor or adult, injury to a minor or adult, abandoning or endangering a minor, sexual performance with a minor or adult, possession or promoting child pornography, enticing a minor, bigamy, incest, drug-related offenses, or family violence.
3. A prior criminal history of an offense against minors.

Sexual Offender at SCOTDANCE CANADA

SCOTDANCE CANADA will not allow a person known to be a sexual offender to remain or become a member of the organization.

Response to Sexual Abuse – Crisis Plan

SCOTDANCE CANADA will respond promptly to investigate any accusation of sexual abuse. All accusations of sexual abuse will be taken seriously. It is important to be appropriately respectful to the needs and feelings of those who allege sexual abuse and those who have been accused of sexual abuse.

When an allegation is made involving sexual abuse, the person reporting the complaint is to be told about the guidelines and the procedures to be followed. The Chair of the Risk Management Committee or an appointed person will begin investigating the allegations and may use the assistance of legal counsel or other consultants. If the chair or the appointed person is the individual accused of sexual abuse, then the next highest-ranking official or SDC Office Bearer will conduct the investigation. The investigation will be conducted as follows:

1. Report the incident to appropriate authorities in accordance with the state mandatory reporting laws.
2. Report the matter to **SCOTDANCE CANADA's** insurance carrier.
3. Cooperate with authorities and the insurance carrier.
4. **SCOTDANCE CANADA** may suspend the alleged offender while a confidential investigation is being conducted.
5. An official of **SCOTDANCE CANADA** (and legal counsel or other consultants) will then meet with the governing body of **SCOTDANCE CANADA** and present a report on their investigation, which will include findings and recommendations of actions.
6. An official of **SCOTDANCE CANADA** will meet with the alleged perpetrator and notify him/her of the results of the investigation and recommendations for actions.

7. An official of **SCOTDANCE CANADA** will meet with the alleged victim, along with his/her parents or guardians, and notify them of the results of the investigation and recommendations for actions.
8. During the investigation, an official of **SCOTDANCE CANADA** shall maintain contact with the alleged victim and his/her parents or legal guardian, and inform them of the actions taken and assist them in their process of healing.
9. An official of **SCOTDANCE CANADA** (and legal counsel or other consultants) may meet with the alleged perpetrator, the alleged victim, and any others with knowledge of relevant facts.
10. Communicate with criminal and civil legal counsel of **SCOTDANCE CANADA**.
11. Communicate with those affected by the alleged perpetrator.
12. Hire a consultant or assign a spokesperson to respond to media or prepare a statement for the media if the need shall arise, subject to the approval of **SCOTDANCE CANADA**'s attorney.

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Child and Youth Abuse Prevention Program
Acknowledgment

These guidelines have been designed to guide and assist you when working with minors. The information establishes general practices and guidelines and should not be construed in any way as a contract of employment. **SCOTDANCE CANADA** reserves the right to make changes in the content or application of this program and to implement those changes with or without notice.

The terms defined herein are defined for the purposes of the program and do not suppose or establish a legal relationship. These terms are not defined for the purposes of creating a legal relationship with **SCOTDANCE CANADA** or any related or associated entity and instead are to be used with this document.

I have received a copy of **SCOTDANCE CANADA's** Child and Youth Abuse Prevention Program. I understand it is my responsibility to become familiar with and adhere to the information contained herein. I understand that these policies are the property of **SCOTDANCE CANADA**.

Anti-bullying/anti-harassment Policy Preamble:

When a culture of goodness breeds a culture of silence

A culture of goodness reflects work driven by making a difference instead of making a profit; working for a cause greater than oneself. It assumes ideal values of justice, compassion, equality, trust, selflessness, generosity, integrity and gratitude.

Embedded in this framework are implied codes of conduct that can foster expectations of passivity and acceptance, including “turning the other cheek”, endless empathy for wrong-doing, conflict avoidance and lack of accountability.

A culture of silence exists when “keeping the peace” has a higher value than surfacing the truth, holding others accountable for misbehavior and repairing the damage done to the individuals and the workplace that are under attack. The culture of silence creates a fundamental barrier to reporting harassment.

Donors, Boards and volunteers: Sometimes helpers hurt

“The person is harmless”, “The person probably didn’t know the behaviour was inappropriate”.

Often there is at least one board member with a hostile or bullying approach. Non-profit leadership and employees rarely feel empowered to confront these members and unless other Board members do so, these individuals undermine the work of the Board and the organization. In some instances, valued Board members or other employees leave due to the behaviour of one Board member.

Volunteers can also create challenges

The culture of silence is often reinforced by the need to protect funding/ influential connections, not to hurt the offender’s feelings being intimidated by others within the offenders ‘circle of friends’, or in general wanting to ‘keep the peace’. This challenge is inherent in the realities of non-profits where goals and the needs of the organization are in conflict with the protection of employees, volunteers and its members from harassment.

Conclusion

ScotDance Canada has developed this Policy in order to ensure that all of its dancers and members can participate in a safe and healthy environment free from bullying and harassment, and to ensure that all people are treated with respect without being exposed to bullying or harassment.

ScotDance Canada Anti-Bullying/Anti-Harassment Policy

ScotDance Canada does not tolerate bullying or harassment. All members and contracted employees are prohibited from bullying or harassing anyone. ScotDance Canada believes that its environment should at all times be supportive of the dignity and self-esteem of individuals based on mutual respect, honesty and trust, and that all individuals are to be treated with respect and fairness at all times. In this Policy we will use the word “bullying” to encompass both bullying and harassing behaviour.

Definition of Bullying:

- conduct that is unwelcome by others, including other dancers, teaching professionals, judging professionals, competition organizers, contracted employees and volunteers. This includes conduct which a person knows, or ought reasonably to know, is unwelcome to the recipient.

Unwanted physical contact, verbal abuse and threats, neglect, and unwelcome remarks including jokes, innuendo, or taunting (in verbal, written or digital form) about a person’s body, race, gender identity, attire, sexual orientation, or religion are all forms of bullying. Other examples of bullying may include but are not limited to:

- personally picking on a person in front of others, or in private
- non-constructive criticism addressed in such a way as to belittle another person’s abilities and achievements, intimidate, undermine confidence, or implies incompetence
- physical violence such as hitting, pushing, spitting or cruel practical jokes towards another person
- interfering with another person’s property, such as by stealing, hiding or damaging it
- using abusive or foul language and/or intimidating behaviour including gestures and comments and use of offensive names when addressing another person
- making rude, derogatory or offensive remarks, teasing or spreading rumours about another person or their family
- writing offensive notes or graffiti about another person
- unreasonably excluding another person from a group activity
- ridiculing another person’s appearance, way of speaking, or mannerisms
- parent/guardian telling their child that they are incompetent, hopeless, useless, etc.
- cyber bullying: misusing technology to hurt, intimidate, embarrass, and/or humiliate another person
- Sexting: the sending of messages that include unwanted sexual remarks and/or photos/videos of a sexual nature
- Hazing: any initiation practice that may humiliate, degrade, demean, and/or disgrace a person regardless of location or consent of participants
- repeated behaviour which a person has previously objected to
- any unwanted sexual remark or physical contact

Bullying can occur either through a single incident, or through a series of incidents. Bullying may occur even if the individual involved does not intend for their conduct to be bullying. Bullying does not include the exercise of authority related to safety, the provision of advice, assignment of work or coaching/teaching, discipline or other similar supervisory functions undertaken for legitimate

coaching/teaching purposes. Minor verbal disagreements, personality differences and consensual banter among equals do not normally constitute bullying. ScotDance Canada recognizes that not all incidents of bullying are equally serious in their consequences. Bullying covers a wide spectrum of behaviours, and the response must be equally broad in range, and appropriate to the behaviour in question.

Definition of harassment:

Essentially, the definition of harassment means that **more than one act or event is needed** in order to constitute harassment and that taken individually, this act or event need not constitute harassment. It is the repetition that generates the harassment. In other words, harassment consists of repeated and persistent behaviours towards an individual to torment, undermine, frustrate or provoke a reaction from that person. It is a behaviour that with persistence, pressures, frightens, intimidates or incapacitates another person. Each behaviour viewed individually may seem inoffensive; it is the synergy and repetitive characteristic of the behaviours that produce harmful effects.

Harassment is normally a series of incidents but can be one severe incident which has a significant and lasting impact on the individual.

What criteria have to be met to establish whether there was bullying/harassment?

Harassment is serious. To substantiate harassment allegations, it must be demonstrated that, according to the balance of probability:

- the respondent displayed an **improper and offensive conduct** including objectionable acts, comments or displays, or acts of intimidation or threats, or acts, comments or displays in relation to a prohibited ground of discrimination under the *Canadian Human Rights Act*(1);
- the behaviour was **directed at** the complainant;
- the complainant was **offended or harmed**, including the feeling of being demeaned, belittled, personally humiliated or embarrassed, intimidated or threatened;
- the respondent **knew or reasonably ought to have known** that such behaviour would cause offence or harm;
- the behaviour occurred in the **workplace** or at any **location or any event related to work**, including while on travel status, at a conference where attendance is sponsored by the employer, at employer sponsored training activities/information sessions and at employer sponsored events, including social events; and
- there was a **series of incidents or one severe incident** which had a lasting impact on the individual. Note that in the case of sexual harassment particularly, a single incident may be viewed to be more significant in circumstances when your relationship at work is one where the respondent has influence or power over you with regard to career advancement, performance review, absenteeism, day to day management of activities, work assignments and the carrying out of progressive disciplinary measures.

In order to make a finding of harassment, **each** of the above elements must be present. If even one of these elements cannot be proven, there will not likely be a finding of harassment.

Examples of what constitutes harassment when repeated or one single severe event:

- preventing a person from expressing himself or herself: yelling at the person; threatening; constantly interrupting that person; prohibiting the person from speaking to others.
- unwanted sexual advances which may or may not be accompanied by threats or explicit or implicit promises.
- making rude, degrading or offensive remarks.
- making gestures that seek to intimidate.
- engaging in reprisals for having made a complaint under this Policy.
- discrediting the person by spreading malicious gossip or rumours, ridiculing them, humiliating them, calling into question their convictions or their private life, shouting abuse at them.
- compelling the person to perform tasks that are inferior to their competencies that demean or belittle them, setting the person up for failure, name calling in private or in front of others.
- isolating the person by no longer talking to them, denying or ignoring their presence, distancing them from others.
- destabilizing the person by making fun of his or her beliefs, values, political and/or religious choices, and mocking their weak points.
- harassing a person based on a prohibited ground of discrimination (as described in Canadian Human Rights Act(1) and contained in the Policy)

Canadian Human Rights Act(1): <https://laws-lois.justice.gc.ca/eng/acts/H-6/>

The law:

Bullying or harassment that involves physical assault is against the law. Bullying that involves harassment or discrimination can be against the law under certain circumstances (e.g., racial and sexual harassment). Because bullying/harassment can contribute to psychological injury it may be covered under occupational health and safety legislation.

General Responsibilities within the ScotDance Canada community (to include contracted employees and volunteers):

General responsibility for all individuals is to maintain and enhance the dignity and self-esteem of its members and other individuals by:

- treating each other with the highest standards of respect and integrity
- focusing comments or criticism appropriately and avoiding public criticism of persons, coaches/teachers, officials/judges, organizers, volunteers, contracted employees, or members
- consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct
- never engaging in bullying/harassment or encouraging others to do so
- acting, when appropriate, to correct or prevent practices that are unjustly discriminatory
- consistently treating individuals fairly and reasonably
- ensuring adherence to the rules of the ScotDance Canada, rules of competition and the spirit of those rules

Implement the Rule of Two:

In general, the two-adult rule simply states that no fewer than two adults and two children must be present at all times.

The main purpose of the two-adult rule is to increase accountability and decrease isolation. Organizations are encouraged to ensure that individuals in supervisory roles are appropriate for, and acceptable to, the individual dancer. It is imperative no matter what role an individual plays, that actions must be taken to limit the instances that put minors at risk of being in vulnerable situations.

There are many benefits to having two sets of adult eyes on any given situation with a minor including:

- Significantly reduces the risk of an incident of abuse. A predator won't hang around if they know they are in sight of another adult
- Protects against false accusations
- Reduces liability and a possible claim of negligence
- Offers additional help if there is an accident or emergency

In addition to individual general responsibilities, the following will have additional responsibilities:

Professional members of ScotDance Canada

The teacher-dancer relationship is a privileged one and plays a critical role in the personal, sport, and athletic development of the dancer. Teachers must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it, consciously or unconsciously.

Professional members of ScotDance Canada are required to:

- ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the involved athletes
- consider and foster a dancer's empathy, self-esteem, self-respect and respect for others
- demonstrate by leading by example the high standards of personal and social behaviour ScotDance Canada expects of its dancers and members
- keep informed about ScotDance Canada's activities, the Highland dancing community, and general trends in the sectors in which it operates
- have a thorough knowledge and understanding of all the governing documents as it relates to the business of ScotDance Canada

- discuss bullying with dancers so that every dancer learns about the damage it causes, and the importance of telling a coach/teacher, parent or competition organizer member about bullying when it happens
- be alert to signs of distress and other possible indications of bullying
- listen to dancers who claim to have been bullied, take what they say seriously and act to support and protect them
- deal with observed instances of bullying promptly, effectively, and in accordance with ScotDance Canada's child protection policies and procedures
- be independent, impartial, and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism
- report suspected cases of bullying to the Office Bearers of ScotDance Canada in a timely manner
- respect the confidentiality appropriate to issues of a sensitive nature
- recognize the serious negative impact of all types of bullying on personal dignity, individual, and group development and performance, enjoyment of the competitive environment and personal safety
- contact the parent(s)/guardian(s) of the individuals involved to inform them of the incident and schedule a meeting for discussion
- begin the process of investigation and resolution of any complaint of alleged bullying. The process must be fair to all parties.
- Recognize that not all incidents of bullying are equally serious in their consequences; response to bullying must be equally broad in range, appropriate to the behaviour in question and capable of providing a constructive remedy.
- For more serious incidents, refer the incident to the Office Bearers of ScotDance Canada to review complaints or incidents in a timely, sensitive, responsible and confidential manner according to the complaint process as set out by ScotDance Canada's bylaws.

Dancers are required to:

- refrain from engaging in any kind of bullying
- conduct themselves within the parameters of the Policy, and to contribute towards the maintenance of a respectful environment free of bullying
- intervene to help support any dancer who is being bullied unless it is unsafe to do so
- report to a member of ScotDance Canada in a timely manner (Office Bearer, Independent Member, Director, coach/teacher, competition organizer, volunteer), any witnessed or suspected instances of bullying

Parents/Guardians are expected to:

- encourage dancers to compete within the rules and to resolve conflicts without resorting to bullying, hostility or violence
- never ridicule a participant for making a mistake during a performance or practice

- provide positive comments that motivate and encourage participants' continued effort
- respect the decisions and judgments of officials, and encourage dancers to do the same
- support all efforts to remove verbal and physical abuse, coercion, intimidation and sarcasm
- watch for signs of distress or unusual behaviour in their children, which might be evidence of bullying
- watch for signs that their children may be engaging in bullying behaviour
- speak to their children about not engaging in bullying activity and proactively address any potential bullying behaviour that their children may be engaging in
- advise their children to report any bullying to the coach/teacher, Office Bearer, Independent Member, Director, competition organizer or volunteer and explain the implications of not addressing the bullying on themselves or other dancers in the Highland dancing community
- advise their children not to retaliate violently to any forms of bullying
- be sympathetic and supportive towards their children, and reassure them that appropriate action will be taken to address bullying
- cooperate fully and encourage their children to cooperate fully in any bullying investigation
- keep a written record of any reported instances of bullying

Signs that a person is being bullied/harassed:

A person, especially a child, may not always ask for support when being bullied/harassed. They may feel afraid, ashamed or embarrassed and that the person they tell will think they are weak. Victims of bullying/harassment may think that they deserve to be bullied or are 'tattling' by telling someone what is happening to them.

Possible signs that a person may be being bullied/harassed:

- finds excuses for not wanting to attend practices or events (e.g. feeling sick, has an injury, has too much work to do) or talking about hating their activity
- wants to be driven to practices or events instead of walking
- regularly the last one picked for team or group activities
- alienated from social or shared activities
- has bruising or other injuries
- becomes uncharacteristically nervous, worried, shy or withdrawn
- clothing or personal possessions are missing or are damaged
- repeatedly 'loses' money or possessions
- suddenly prone to lashing out at people either physically or verbally

The effects of bullying/harassment:

People that bully may:

- pick a victim randomly, or carefully choose their victim
- find that they get what they want by bullying (power, acceptance, admiration)
- have been bullied themselves
- be arrogant, aggressive or impulsive
- enjoy having power over others
- enjoy doing it and not care that they cause their victim distress
- believe that some people deserve to be bullied
- have been influenced by aggressive 'models' (at home, in real life or in television or the movies)
- perceive their behaviour as justified or 'pay-back' for some treatment they have received
- Any person can be bullied/harassed. Sometimes people who are popular, smarter, more attractive or possess obvious athletic ability are victims of bullying/harassment.

People can also be subject to bullying/harassment if they:

- have not had experience standing up for themselves against bullies
- lack assertiveness, resilience and the social skills required to protect themselves against bullies
- struggle academically or in terms of athletic ability
- appear stressed, anxious or easily hurt or upset
- look different or are different
- have a disability or illness
- lack confidence or are shy
- have been overprotected at home

How to proceed if you are being bullied:

- If it is possible, tell the bully that their behaviour is unwelcome and ask them to stop.

- Keep a record of incidents (date, times, locations, possible witnesses, what happened, your response). You do not have to have a record of events in order to make a complaint, but a record can strengthen your case and help you remember details over time.
- Make a complaint. If, after asking the bully to stop their behaviour, the bullying continues, report the problem to:
 - a) Office Bearers of ScotDance Canada, or
 - b) Provincial Human Rights Commission to make a complaint of bullying/harassment that is based on any of the grounds protected from discrimination under that provincial Human Rights Act (the protected grounds are: race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status and sexual orientation), or
 - c) Local police department

If you are the target of Bullying/Harassing Behaviour:

Anyone who is the target of bullying, or his/her parents, is encouraged to report the bullying in a timely manner and not to suffer in silence. Speaking out and reporting bullying ensures that ScotDance Canada can appropriately address the bullying and may help prevent other dancers from future bullying. Retaliatory conduct against any person that has accessed this Policy in good faith will be dealt with seriously as a separate actionable matter under this Policy.

Retaliatory conduct is any conduct directed towards an individual because that individual:

- has invoked the Policy in good faith, whether on his/her own behalf or on another person's behalf
- has participated in, or cooperated with, any process or procedure set out in this Policy, or has associated with another person or member under the umbrella of ScotDance Canada who has invoked this Policy or has participated in any of its processes or procedures.

Retaliatory conduct by the target of the bullying (or their parent/guardian) against the alleged bully (or their parent/guardian) will be dealt with as a separate actionable matter under this Policy. Unfounded false, malicious, or frivolous claims made by the alleged target of the bullying (or their parent/guardian), or the alleged perpetrator (or their parent/guardian) will be dealt with as a separate actionable matter under this Policy. ScotDance Canada's response to bullying where ScotDance Canada becomes aware of the bullying, ScotDance Canada will take all reasonable steps to bring the bullying to an immediate end.

Recommended action if ScotDance Canada decides it is appropriate to deal with the situation:

Upon receipt of a complaint, the Office Bearers of ScotDance Canada has the discretion to choose which process should be followed:

Process #1:

The Office Bearers of ScotDance Canada will review the submissions related to the complaint or incident and determine if the complaint or incident should be forwarded to a higher governing body within the Highland dancing community should the complaint be against a coach/teacher or judge (Examining Body of the RSBOHD or the RSOBHD) or for the complainant to contact local law enforcement.

Process #2:

Following the determination that the complaint or incident should be handled internally by ScotDance Canada, the Office Bearers will oversee the management and administration of the complaint or incident in accordance with its risk management policies.

ScotDance Canada Internal bullying/harassment complaint process:

- Once an internal complaint is received by ScotDance Canada, it will be kept strictly confidential. Appropriate action will be undertaken immediately to deal with the allegations. Action taken may include referring to a higher governing body (Examining Body of the RSOBHD or the RSOBHD) or advise the complainant to contact local law enforcement.
- The Officer Bearers of ScotDance Canada will interview the complainant as well as the alleged bully/harasser and any individuals who may be able to provide relevant information related to your allegations. All information collected will be kept in confidence.
- If appropriate, ScotDance Canada will attempt to resolve the complaint by working with all parties concerned. If this is not successful, ScotDance Canada may defer to an Examining Body of the RSOBHD, the RSOBHD or advise the complainant to contact local law enforcement to intervene.
- If the investigation reveals evidence to support the complaint of bullying/harassment and does not involve any criminal activity, the bully/harasser may be deferred to an Examining Body of the RSOBHD or the RSOBHD for recommendation of disciplinary action (in the case of the bully/harasser being a member of an Examining Body/RSOBHD). Discipline may include suspension or dismissal, and the incident will be documented in the bully's/harasser's file. No documentation will be placed on the complainant's file when the complaint has been made in good faith, whether or not there was a finding of bullying/harassment.
- If the investigation fails to find evidence to support the complaint, there will be no documentation concerning the complaint placed in the file of the alleged bully/harasser.

- Regardless of the outcome of a bullying/harassment complaint made in good faith, the individual lodging the complaint as well as anyone providing information will be protected from any form of retaliation by either colleagues or individuals holding Executive status within ScotDance Canada. This includes suspension of membership, termination of membership, denial of employment or other opportunities within ScotDance Canada or harassment for having made a complaint or having provided evidence regarding the complaint.

Membership review /expulsion:

- Records of all decisions will be maintained by ScotDance Canada.
- ScotDance Canada may suspend a membership (registered dancer/member professional/competition organizer) in the event of a single or repeated bullying incident that is determined to be serious and extreme in nature, both during and after the investigation period.
- ScotDance Canada may refer a bullying/harassment incident to law enforcement and/or the governing body for professionals (Examining Body of the RSOBHD or the RSOBHD) as necessary and/or as required by law.
- ScotDance Canada may suspend or terminate membership in the event of non-compliance with ScotDance Canada's Office Bearers' determined consequences for a bullying/harassment event.

Suspension Pending a Hearing:

ScotDance Canada may determine that an alleged incident is of such seriousness as to warrant suspension of membership and/or participation at its sanctioned events for any individual member (dancer, professional, competition organizer) or non-member contracted employee or volunteer pending completion of a criminal process, the hearing, or a decision of ScotDance Canada's Office Bearers by way of the complaint process review.

Confidentiality:

ScotDance Canada will endeavor to keep complaints filed under this Policy as confidential as is reasonably possible, however, disclosure of certain information or evidence may be required to investigate and/or process a complaint. In some instances, disclosure to other persons or agencies of this existence of a complaint or of information or evidence pertaining to that complaint may be permitted or even required by law.

After the Incident:

After the incident(s) have been investigated and dealt with, each case will be monitored to ensure repeated bullying/harassment does not take place. Both the perpetrator(s) and complainant(s) may be provided with an agreed upon "mentor" who will help them with any follow up and any emotional challenges as a result of the bullying incident(s). ScotDance Canada may recommend counseling for both parties in lieu of providing a "mentor", i.e. the perpetrator(s) of the bullying and the complainant(s).

Additional resources for support if you have been bullied/harassed:

Kids Help Phone: www.kidshelpphone.ca 1-800-668-6868

Bullying Canada: www.bullyingcanada.ca 1-877-352-4497

PREVNet: www.prevnet.ca 1-866-372-2495

Government of Canada: www.publicsafety.gc.ca

Disclosure:

It is the responsibility of an Office Bearer, Independent Member, Director, or member (professional Highland dancing teacher, dancer, competition organizer) to take immediate and appropriate action to report or deal with incidents of bullying/harassment of any type, whether brought to their attention or personally observed. Under no circumstances should a complaint be dismissed or downplayed, nor should the complainant be told to deal with it personally. ScotDance Canada seeks to provide a safe, healthy and rewarding work environment for its members.

All individuals participating at ScotDance Canada sanctioned events must acknowledge that they have read and understood the anti-bullying/anti-harassment policy. Participants include dancers, parent(s)/guardian(s), professional Highland dancing teachers, volunteers, competition organizers, judges and pipers.

Bullying/harassment will not be tolerated within the Highland dancing community under the jurisdiction of ScotDance Canada. If you feel that you are being bullied/harassed, please contact us at:

secretary@scotdance.ca

ScotDance Canada Code of Ethics - Professional Conduct

Purpose:

A Code of Professional Conduct promotes high ethical and professional behavior and provides members with a frame of reference for judgment in complex situations.

When an individual acts in an unprofessional manner it reflects not only on the individual but also on the organization(s) to which the individual is a member. In order to ensure the integrity of Highland Dancing in Canada and around the world, each member of ScotDance Canada must conduct themselves in a professional manner. Professional misconduct will only create a sense of mistrust within the organization, the community as a whole and within dance schools. In time, this “mistrust” will hurt our profession.

A Professional is a distinguished individual who by means of specialized training has acquired a body of knowledge fundamental to the occupation.

Professionalism involves conducting oneself in a manner that reflects honesty, integrity and dignity of character and spirit. Professionalism respects the rights, interests, and welfare of those affected by a decision.

Professional Misconduct occurs when members engage in conduct involving dishonesty, fraud, deceit, or misrepresentation or commit any act that reflects adversely on their honesty, trustworthiness or professional competence.

Key Elements of Professional Conduct

Professionals should:

- Conduct oneself with integrity and dignity and act ethically in all dealings.
- Perform all dancing activities, and encourage others to do similarly, in a professional and ethical manner that reflects credit on oneself and the profession.
- Act with competence and strive to maintain and improve competence in oneself and others ¹
- Not solicit other teachers' students.
- Consult the other teacher when students have moved schools.
- Respect the competence of other Professionals and not engage in public criticism.
- Seek to engage other qualified experts and professionals as necessary (e.g., medical care)
- Recognize and respect the authority of officials and treat them with courtesy

¹⁾ Association of Investment Management and Research, “Good Ethics: The Essential Element of a Firm’s Success”, page 1, 1994

ScotDance Canada – Code of Ethics for Dancers

Purpose:

A Code of Ethics for Dancers promotes high ethical behavior and provides dancers with a frame of reference for judgment in complex situations.

When a Highland dancer acts in an unethical manner it reflects not only on the individual but also on the organization(s) with which the dancer is registered. In order to ensure the integrity of Highland Dancing in Canada and around the world, dancers registered with ScotDance Canada must conduct themselves in an ethical and respectful manner. Misconduct will only create a sense of ill-will within the organization, the community as a whole and within dance schools. In time, this “ill-will” will hurt our national dance community.

Key Elements of Ethical Conduct

- Read the Code of Ethics and question any item you do not understand. Encourage those in your support network to do the same. The actions of your support network will reflect either positively or negatively on you.
- Support the other competitors and promote the concept of everyone doing their best. Competition is all about achieving a personal best performance.
- Always promote a positive attitude.
- Demonstrate respect at all time towards those involved in Highland Dancing
- Remember, in competition only one person can win but everyone can be a successful dancer. Concentrate on your goals and respect the goals and pursuance of those goals by your peers.
- Listen to your professional member with respect.
- Do not argue or complain about the decisions made by those in authority. They see a bigger picture than you do. Remember you are a part of the competition, not the competition.
- Take personal responsibility for the outcome of a competition. Analyze the situation and make changes accordingly. Don’t blame others.
- Never discuss your disappointments and displeasure in open forums for everyone to hear. This includes and is not restricted to on-line chat-rooms and web sites.
- Never direct or employ abusive, offensive or demeaning tactics with those involved in Highland dancing
- Never jeopardize the privacy of your fellow competitors.
- Never impede the preparation for competition by your fellow competitors
- Always act in fairness and integrity in your pursuit of excellence.

ScotDance Canada - Code of Ethics for the Dancer's Support Network

Purpose:

A Code of Ethics for the Dancer’s Support Network promotes high ethical behaviour and provides those involved with a frame of reference for judgement in complex situations.

Due to the age of the dancers who are registered with ScotDance Canada, the dancer’s support network is an integral member of the team. When a member of this network acts in an unethical manner it

reflects not only on the individual but also on the dancer, the professional member and ScotDance Canada. In order to ensure the integrity of Highland Dancing in Canada and around the world, dancers registered with ScotDance Canada and their support network must conduct themselves in an ethical and respectful manner. Misconduct will only create a sense of ill-will within the organization, the community as a whole and within dance schools. In time, this “ill-will” will hurt our national dance community. Even though you are not a member of ScotDance Canada, your conduct reflects back on this organization and as such you are required to conduct yourself in an ethical manner.

Key Elements of Ethical Conduct:

- Read and discuss the code of ethics with your dancer
- You are your child’s role model. Be a positive one. Ethical sportsman-like behaviour starts with you. Set a high standard of sportsmanship.
- Don’t discuss your issues with the professionals in front of your dancers or other competitors. Ask for an appointment to discuss your concerns in private. There is a proper time and place for these discussions. A public forum where others can over-hear is not one of them. This includes public forums such as web sites and on-line chat rooms.
- Support the decisions of the professionals, which include teachers and judges, as well as the organizers of the event. Show due respect at all times. Do not question their competency in public forums.
- Let the professionals do their job. Respect that they know more than you. The dancer, professional and parent are all members of the same team. Do not undermine one of the team.
- Show proper decorum at all dancing events regardless of the outcome of the event. Be gracious and accept that some opinions may differ from yours.
- Show respect for all competitors. SDC will not tolerate intimidation tactics aimed at either the competitors or their support network.
- Accept the decisions of the judges. Always remember that they are the professional and have been trained to judge. Their opinion is correct.
- Many children participate and develop valuable life skills from Highland dancing. Understand that very few children have the potential and the motivation to develop their talent into an ability to be a champion. Encourage your dancer to develop their talent remembering all the while that they might not have the potential to reach your goals. Be realistic and listen to the professional.

ScotDance Canada's Disciplinary Policy

Failure to comply with the Code of Ethics can result in disciplinary action. Such action may result in the member or participant losing the privileges that come from membership in ScotDance Canada, including the opportunity to participate in ScotDance Canada activities.

Should an infraction occur, ScotDance Canada would require the complaint in writing. All supporting documentation should accompany the complaint including your name, address, telephone number and email address. ScotDance Canada will not act on anonymous complaints. Your privacy will be our utmost concern. Complaints should be submitted to ScotDance Canada secretary@scotdance.ca

All dancers, professionals and support networks, participating in a ScotDance Canada event must abide by The ScotDance Canada Code of Ethics. Worldwide registration allows for reciprocity of the registration cards. Guests at SDC events must still behave as per our Code of Ethics. Failure to do so could result in the dancer losing the privilege of participating in SDC events.

Any abusive action, defamation of character, or other demeaning behaviours directed towards a member of ScotDance Canada could also result in withdrawal of the privilege to participate in SDC events.

Privacy Policy

Background Information

What is a Privacy Policy?

Effective January 1, 2004, The Federal Government fully implemented the *Personal Information Protection and Electronic Documents Act* (PIPEDA). It was passed to inspire consumer confidence in e-commerce activities. The Act is actually more far reaching as it regulates all collection, use and disclosure of personal information by organizations in the course of commercial activities, regardless of whether the personal information was obtained through or is even related to e-commerce.

Under the PIPEDA, organizations may collect, use or disclose personal information produced by an individual in the course of an individual's employment, business or profession without the individual's consent - as long as such collection, use or disclosure is consistent with the purpose for which the information was produced.

What is Personal Information?

Personal information includes any factual or subjective information, recorded or not about an identifiable individual. This includes information in any form such as a personal e-mail address, age, name, weight, height, ID numbers, credit card numbers, etc. It does not include information normally found on a business card, such as name, title, company, business address, business e-mail address, business telephone or fax number or information that can be found through publicly available information such as the telephone book.

Why does ScotDance Canada need a privacy policy?

Whether a charity or non-profit organization will be subject to PIPEDA depends on whether these organizations engage in the kind of commercial activities contemplated by the Act. The term Commercial Activity is defined broadly as "any particular transaction, act of conduct or any regular course of conduct that is of a commercial character including the selling, bartering or leasing of donor, membership or other fundraising lists". This includes engaging in single isolated acts of commercial activities by non-commercial organizations (e.g., selling merchandise). Therefore, charities or non-profit organizations engaging in commercial activities that are ancillary to its' primary purposes may be subject to the Act to the extent that those commercial activities involve the collection, use or disclosure of personal information. At this time, the scope of the term commercial activity is still under debate and will undoubtedly be subject to more judicial interpretation in the future.

What steps does ScotDance Canada need to take in order to comply?

Clearly not all of our activities fall under the PIPEDA legislation. But certainly our activities as they relate to any profit making ventures (e.g., SDCCS, Book Sales) would require SDC to comply with the Act. PIPEDA has 10- principles which guide compliance. They are as follows:

1. Accountability: Organizations are accountable for the protection of personal information under their control.
2. Identifying Purposes: The purposes for which the personal information is being collected must be identified during or prior to the collection.
3. Consent: Information must be collected with the knowledge and consent of the individual and for a reasonable purpose.
4. Limiting Collection: The collection of personal information is to be limited to what is necessary for the identified purposes and will be collected by fair and lawful means.
5. Limiting Use, Disclosure, and Retention: Information can only be used and disclosed for the purpose for which it was collected and will be retained only as long as it is necessary to fulfil the purpose.
6. Accuracy: Personal information must be as accurate, complete and up-to-date as possible.
7. Safeguards: Personal information must be protected by adequate safeguards.
8. Openness: Information about an organization's privacy policies and practices is to be readily available.
9. Individual Access: Information must be accessible for review and correction by the individual whose personal information it is, and;
10. Challenging Compliance: Organizations are to provide the means to an individual to challenge an organization's compliance of the above principles.

Privacy Policy:

ScotDance Canada believes strongly in protecting your privacy and the confidentiality of your personal information.

Why does ScotDance Canada collect, use or disclose personal information?

SDC is committed to the promotion and recognition of excellence in the field of Scottish Highland Dancing by staging the Canadian Championships; to educate the public through competitions and demonstrations and doing all things incidental and conducive to the attainment of the above objectives.

In order to meet these goals, SDC may collect, use and disclose personal information, when applicable for the following purposes:

- Establishing and maintaining communication regarding membership benefits, up-coming events, programs and services and other opportunities to members and interested parties;
- Responding to inquiries;
- Making decisions about membership applications – assessing eligibility, processing and maintaining membership;
- Marketing and selling SDC products and services;
- Processing credit card payments through third party payment processing, clearing and settlement systems in association with various banks;
- Compiling statistics for analysis of our organization;

SDC does not sell or rent its membership information to any external parties.

How do individuals provide SDC with their consent for the collection, use and disclosure of their personal information?

Individuals may provide personal information expressly through the membership application/renewal, event registration and the purchase of products and services through the third party payment processing systems.

How long does SDC retain personal information?

SDC retains personal information only for as long as it is required to fulfill the purposes stated within this policy. Eg. members' contact information being retained only for the duration of their active membership period.

How accurate is the personal information collected, used and disclosed by SDC?

Personal information that is collected, used and disclosed by SDC is provided by individuals and is updated by SDC when requested by the individual. If an individual's personal information requires amendment, they may contact their provincial Board of Director or the National Registrar via the SDC website at <http://scotdance.ca/contact/>

How secure is the personal information stored by SDC?

SDC is committed to ensuring that personal information is protected from unauthorized access, unintended disclosures or theft. This protection is provided by firewalls in the computer system and passwords to protect databases. SDC uses an authorized third party banking partner for processing of all credit card transactions.

Contact us:

If you have further questions or concerns regarding our Privacy Policy, please contact the Risk Management Committee for ScotDance Canada at: SDCriskmanagement@scotdance.ca

ScotDance Canada Data Protection Policy

ScotDance Canada believes strongly in protecting your privacy and the confidentiality of your personal information. It is necessary to collect personal information for professional membership, dancer registration and Highland Dance competition entry. ScotDance Canada retains that personal information only as long as it is required and is committed to ensuring that personal information is protected from unauthorized access, unintended disclosures or theft. Our website is protected and encrypted by two content management systems (CMS) and has a Secure Sockets Layer (SSL) which is the standard security technology for establishing an encrypted link between a web server and a browser. This link ensures that all data passed between the web server and browsers remain private and integral. ScotDance Canada does not store credit card information. Our credit card processor meets both PCI and DSS Canadian compliance regulations. ScotDance Canada does not sell or rent information to any external parties.

ScotDance Canada will safeguard Personal Information in accordance with the Personal Information Protection and Electronic Documents Act (PIPEDA). In order to ensure this Privacy Policy is complied with, a Privacy Officer has been appointed. Inquiries or complaints related to the controls and practices in place should be directed to the Data Protection Officer via email at pipaofficer@gmail.com. A request for Personal Information or a correction of Personal Information must contain sufficient detail to enable ScotDance Canada to either provide the information or to make the correction(s). A response will be provided within 30 days. If the procedure is unsuccessful, a complaint may be made to the Office of the Privacy Commissioner of Canada.

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