



MissionRC

Inspire, Innovate, Adapt

## Section 1: Policy Statement

Mission RC is dedicated to fostering a safe, respectful, and supportive environment for all individuals involved with the organization, including members, volunteers, staff, and stakeholders. We condemn all forms of sexual abuse, harassment, or misconduct and are committed to preventing such behavior within our organization. This policy outlines the standards of conduct expected from everyone associated with Mission RC and provides clear procedures for reporting and responding to incidents of sexual abuse or misconduct.

## Section 2: Prohibited Conduct

Mission RC strictly prohibits the following behaviors:

Sexual abuse or assault, including any form of unwanted sexual advances, conduct, or physical contact.

Sexual harassment encompasses unwelcome sexual comments, advances, or requests for sexual favors.

Exploitation or grooming of minors or vulnerable individuals.

Any form of retaliation against individuals who report incidents or cooperate in investigations.

## Section 3: Reporting Procedures

a) If you are a victim or witness of sexual abuse or misconduct, or if you suspect such behavior, it is imperative to report it immediately. Reports can be made to any of the following designated individuals within the organization.

Directors:

- President
- Vice President
- Financial Manager
- Secretary
- Program Manager

b) If you are uncomfortable reporting to any of the designated individuals, you have the option to use an anonymous reporting form shared with all members in the resources section. The details of this anonymous reporting process will be made available to all members, staff, and volunteers during their informational meeting.

## Section 4: Confidentiality

All reports of sexual abuse or misconduct will be treated with the utmost confidentiality, to the extent allowed by law. Information will only be disclosed to individuals who need to be informed to investigate and resolve the reported incident.

### **Section 5: Investigation Process**

Upon receiving a report, Mission RC will initiate a prompt and impartial investigation. The investigation team will consist of individuals from our team including both directors and project leads who have received training in handling sensitive matters.

### **Section 6: Cooperation with Authorities**

If an incident involves criminal activity or poses an immediate threat, Mission RC will immediately cooperate with law enforcement and other relevant authorities in order to settle the matter.

### **Section 7: Consequences**

If the investigation substantiates an incident of sexual abuse or misconduct, Mission RC will take appropriate disciplinary actions. These actions may include termination of employment, removal from volunteer positions, or legal consequences as deemed necessary.

### **Section 8: Training and Education**

To ensure awareness and prevention of sexual abuse, all members, staff, and volunteers will receive regular training on sexual abuse prevention, recognizing signs of abuse, and the reporting procedures outlined in this policy.

### **Section 9: Policy Review**

Policy last updated 7/5/2023.

This policy will be reviewed and updated regularly to ensure it remains relevant with best practices and legal requirements in order to ensure safety of our staff and volunteers, and also our students attending our programs.

### **Section 10: Resources and Support**

Mission RC will provide plentiful access to resources and support services for victims of any misconduct.

### **Section 11: Dissemination of the Policy**

All employees and volunteers associated with MissionRC must agree with the morals this policy outlines and if they choose not to abide, they will be dismissed from our program entirely. This policy will remain readily available, updated to the latest version for any student, staff member, or volunteer through various means such as the organization's website, emails, or printed materials.