

# QAT Harassment Policy

## 1. Policy Purpose & Intent Statement

Inclusivity is a core value of Quidditch Austria and the sport of Quidditch. Quidditch Austria and its members believe that it is incredibly important that Quidditch events are inclusive and safe places for all people involved.

## 2. General Policy

Quidditch Austria and its members will not tolerate unlawful behavior, discrimination, harassment, or abuse at any event.

## 3. Definitions

- a. Abuse means the cruel or violent treatment of a person, and includes sexual, physical, mental, and emotional abuse.
- b. Discrimination means the unjust or prejudicial treatment of a Person based upon actual or perceived sexual orientation, race, color, creed, religion, religious dress and grooming, sex, age, national origin or ancestry, physical or mental disability, marital status, registered domestic partnership status, gender expression, gender identity, or any other status protected by Local Law.
- c. Harassment means aggressive pressure or intimidation based upon actual or perceived sexual orientation, race, color, creed, religion, religious dress and grooming, sex, age, national origin or ancestry, physical or mental disability, marital status, registered domestic partnership status, gender expression, gender identity, or any other status protected by Local Law.
- d. Event means any tournament, game, match, series, convention, workshop, training, scrimmage, or practice at which quidditch is played, promoted, or otherwise planned in relation to the formal program, or any social event associated therewith.
- e. Local Law means any international, national or local law applicable where any relevant conduct occurred.
- f. Members of QAT ("Member") means any Member of a Team that is part of QAT, or any associated referees and volunteers.
- g. Person means a natural person.
- h. Unlawful Behavior means any conduct that violates Local Law
- i. IQA means IQA Sport, Inc. (a/k/a the International Quidditch Association)
- j. QAT means Quidditch Austria

## 4. Scope

This policy applies to all persons and entities involved in activities of QAT or activities of members of QAT. This includes but is not limited to:

- a. Employees of QAT
- b. Volunteers of QAT
- c. Event-based volunteers of QAT (this includes but is not limited to tournament committees, game officials, and any other individual who is an official tournament volunteer)
- d. Employees or volunteers of teams that are part of QAT
- e. Athletes or other team-affiliated personnel (this includes but is not limited to coaches, managers, photographers and team-support staff) at an Event
- f. Other Members of QAT

## 5. Reporting Procedures

- a. Committee of confidants

Every team that is part of QAT is encouraged to designate up to 3 people for the committee of confidants to whom a complaint may be made. The identities of these persons are posted on the QAT website. Any incident can be reported to any member of the committee.

b. Complaints

If conduct occurs, be it at an event hosted by QAT or a team that is part of QAT, or a non-in-person interaction, a complaint may be made to the committee of confidants.

Please note that it is not necessary to make an official complaint right away. You are free to talk to any member of the committee of confidants about any situation where you felt unsafe and have that conversation be confidential.

c. Not Safe to Report

If the individual making the complaint deems it for any reason inappropriate to address a member of the committee of confidants, they may choose to complain directly to QAT or the IQA.

d. Complaints to the IQA

Any complaints made to the IQA may be made to

- the IQA Human Resources Director ([human.resources@iqasport.org](mailto:human.resources@iqasport.org));
- the IQA CEO ([executive.director@iqasport.org](mailto:executive.director@iqasport.org)); or
- the Chair of the IQA Board of Trustees ([trustees@iqasport.org](mailto:trustees@iqasport.org)).

If any QAT volunteer becomes aware of such a complaint they should encourage and support the complainant to raise the complaint with the appropriate person in line with this policy.

e. Contents of Complaint

Any member of QAT is free to talk to a confidant about an incident, even without the want to file a complaint and will be assured that the conversation remains confidential. In case a complainant wants to file an official complaint the following information should be included:

- The name(s) and contact information of individuals involved, including the individual/s making the complaint, any other aggrieved individuals, any individuals alleged to have committed the wrongful action, and any other individuals that might have additional information on the alleged conduct.
- A short statement of the action/s that are giving rise to the complaint.
- A summary statement of the reasons to believe that misconduct has occurred, including any evidence that the misconduct occurred.
- Details of any related complaints made to other organizations, to the extent known.

If the complainant wants to remain anonymous, they may choose to not include their name and contact information or any other information on individuals they don't want to give. However, if they want to be contacted back, an (anonymous) email address should be provided.

f. Action upon receipt of a complaint

QAT and the committee of confidants will take any complaint seriously. The committee of confidants is tasked with reviewing any complaint received. A list of confidants is publicly available on QAT's website and will contain the names of committee members and a way to contact them. The contacted confidant will review the submitted materials as quickly as possible and within 30 days at the latest take one of the following actions:

If the complaint is signed, either:

- The matter will be discussed with the committee of confidants.
- If the complainant requests, the complaint to be handled confidentially between themselves and the chosen confidant, the person they confided in will begin an investigation by themselves
- The complainant will be informed that based on the information provided there are insufficient grounds for further action (this action should be reserved for complaints that on their face do not allege wrongdoing governed by this policy)

The confidant will inform the complainant about the next steps and as to when they can expect additional communication. As appropriate, the confidant will attempt to contact any other aggrieved parties. If the confidant considers to not continue with an investigation for any reason they need to discuss this with the committee of confidants in any case.

If the complaint is anonymous:

- The matter may be discussed with some members of the committee of confidants and further steps will be decided on based upon an individual basis
- If the complainant gave a way to contact them, they will be informed about the next steps

#### g. Investigations

QAT volunteers are not trained investigators nor are they experts in this field. When tasked with conducting an investigation, they will:

- Presume all persons are innocent unless a preponderance of the evidence suggests otherwise
- Understand that most complaints are genuine and act in a professional manner that does not victimize any individual
- Treat all individuals fairly, respectfully and professionally
- Seek to establish the truth
- Work to swiftly resolve the issue at hand in a fair and appropriate way

Investigations of signed complaints will generally follow these steps:

- 1) Separate talks with all involved parties
- 2) If appropriate: discussions to clear up the situation with all involved parties
  - a) if an agreement is reached, investigation ends
  - b) if no agreement is reached, the process is handed over to a court of arbitration as described in the statutes of QAT

Investigation of anonymous complaints will be treated on a case-by-case basis.

#### h. Confidentiality

All complaints made to any member of the committee of confidants will be kept confidential. However, the appointed confidant may deem it necessary to discuss the complaint with the committee of confidants or QAT employees or volunteers, witnesses, experts and other individuals, including volunteers of members if not requested otherwise by the complainant. QAT and the committee will attempt to keep complainants abreast of disclosures, but this may not always be possible. QAT and the committee will be respectful of the complainant as it conducts its process.

## 6. Improper Complaint

If at any point in the complaint handling process QAT and the committee determines that a complainant has knowingly made an untrue complaint, or the complaint is malicious or inappropriately intended to cause distress to the respondent, QAT and the committee may consider appropriate action, including possible disciplinary action against the complainant.

## 7. Discipline

QAT reserves the right to take any disciplinary action that it deems appropriate. These may include, but are not limited to:

- a. Verbal warning
- b. Written warning
- c. A direction that the individual apologize
- d. A withdrawal or nullification of any honors, awards, recognition, placement or the like bestowed or achieved at any Event
- e. Demotion or termination of employment and/or volunteering
- f. Ban from attending Events hosted or sanctioned by QAT
- g. Remedial action/compliance order
- h. Any other discipline that QAT deems appropriate.

## 8. Non-Compliance and Additional Applications

Any Member failing to comply with this policy shall be deemed to have violated this policy and shall be subject to appropriate discipline. If they fail to comply with a disciplinary order stemming from this policy, they shall also be considered to be in breach of this policy.

QAT aims to ensure that our complaints process has integrity and is free of unfair repercussions or victimization against any person making a complaint. We will take all necessary steps to make sure that people involved in a complaint are not victimized. Disciplinary measures may be undertaken towards a person who harasses or victimizes another person for making a complaint or supporting another person's complaint.

## 9. Appeals of complaints initially handled by members of the committee of confidants

Where a person is unhappy with the handling of a complaint by a member of the committee, they may appeal to the QAT board. Such appeal should be submitted in the same manner as indicated above in section six and should include a history of the review process that has occurred. The QAT board will act in the same manner as above, but will give substantial deference to the initial handling by the committee of confidants. Only in cases where the QAT board has reason to believe that the case may have been handled improperly will the board take further action. Appeals may only be made at the completion of a confidant's review or if a confidant has taken no action within 60 days of a) receiving a complaint or b) of a date at which point the Member told the complainant that they would receive further communication.

## 10. Appeals of complaints heard by QAT

Where a person or entity involved is unhappy with the result of a complaint heard by the QAT they may appeal the result to the IQA.