

# 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.