

International Table Tennis Federation



ANTI-HARASSMENT POLICY AND PROCEDURES

"ITTF" refers to the International Table Tennis Federation. The term "complainant" refers to the person who experiences harassment, even though not all persons experiencing harassment will make a formal complaint. The term "respondent" refers to the person against whom a complaint is made.

NOTE: *As an international body, the ITTF brings together members from different cultures, backgrounds and values. Harassment is perceived differently in different culture. A greeting with a kiss on the cheek or touching of an arm to get attention are considered acceptable behavior in many societies but may be perceived differently by members of other societies. For example, making eye contact or touching someone casually may be perceived as gestures lacking respect. The ITTF is committed to providing a safe and supportive environment and members must be sensitive to the different cultures and behavioral norms that make up the ITTF community.*

POLICY STATEMENT

1. The ITTF is committed to providing a sport and organisation environment in which all individuals are treated with respect and dignity. Each individual has the right to participate and work in an environment, which promotes equal opportunities and prohibits discriminatory practices. The ITTF hereby restates its commitment to the Olympic Charter and in particular its Fundamental Principles.
 - 1.1 Harassment is a form of discrimination. Harassment is prohibited by human rights legislation and is considered unlawful in many States of the world.
 - 1.2 The ITTF is committed to providing a sport environment free of harassment on any basis without exception.

ADDRESSEES

2. This policy applies to all members of the ITTF (member Associations, Officials and players) and persons involved in one way or another in ITTF business.
3. This policy applies to harassment which may occur during the course of all ITTF business, activities, and events. It also applies to harassment between individuals associated with the ITTF but outside the ITTF business, activities, and events when such harassment adversely affects relationships within the ITTF work and sport environment.

4. Notwithstanding this policy, every person who experiences harassment continues to have the right to seek assistance from their national legal authorities, even when steps are being taken under this policy.

DEFINITIONS

5. Psychological harassment takes many forms but can generally be defined as, persistent comment, conduct, or gesture directed toward an individual or group of individuals, which is insulting, intimidating, humiliating, malicious, degrading, offensive or abusive. Such conduct has the purpose or effect of interfering with an individual's performance, damaging his/her reputation, dignity and morale. Such conduct creates an intimidating, hostile, or offensive environment.
6. For the purposes of this policy, sexual harassment is defined as unwelcome, often persistent, sexual attention. It may include particularly on the basis of sex:
 - Written or verbal abuse or threats
 - Sexually oriented comments
 - Jokes, lewd comments or sexual innuendoes
 - Taunts about body, dress, marital status or sexuality
 - Shouting and/or bullying
 - Ridiculing or undermining of performance or self-respect
 - Sexual or homophobic graffiti
 - Practical jokes
 - Intimidating sexual remarks, invitations or familiarity
 - Physical contact, fondling, pinching or kissing
 - Sex-related vandalism
 - Offensive phone calls or photos

CONFIDENTIALITY

7. The ITTF understands that it can be extremely difficult to come forward with a complaint of harassment and that it can be devastating to be wrongly accused or convicted of harassment. The ITTF recognizes the interests of all parties concerned in keeping the matter confidential.
8. The ITTF shall not disclose to outside parties the name of the complainant, the circumstances giving rise to a complaint, or the name of the respondent unless such disclosure is required by a disciplinary or other remedial process.

PANEL OF HARASSMENT OFFICERS

9. The ITTF shall appoint at least two persons, one male and one female, who are themselves officials or employees of the sport organisation, to serve as harassment officers under this policy.
10. The role of harassment officers is to serve in a neutral, unbiased, independent capacity and to receive complaints, assist in informal resolution of complaints and investigate and advise on the steps to be taken in case of formal written complaints. In carrying out their duties under this policy, harassment officers shall be directly responsible to the Executive Committee.

11. The ITTF shall ensure that harassment officers receive appropriate training and support for carrying out their responsibilities under this policy.
12. The harassment officers could be any member, official or staff of the ITTF but should not be a member of the Executive Committee.

COMPLAINT PROCEDURE

13. A person who experiences harassment is encouraged to seek the advice of a harassment officer for a preliminary evaluation of the situation.
14. The harassment officer shall inform the complainant of:
 - 14.1 the options for pursuing an informal resolution of his or her complaint;
 - 14.1.1 If informal there are two possibilities:
 - 14.1.2 **a mediation** where the harassment officer (or officers) will deal directly with the respondent in order to find a suitable solution.
 - 14.1.3 **an arbitration** where the harassment officer (or officers) will hear the complainant and the respondent and confront the two parties in order to find a suitable solution.
 - 14.2 the **right to lay a formal written complaint** under this policy when an informal resolution is inappropriate or not possible.
 - 14.3 If a formal complaint is laid, the harassment officer (officers), within 15 days of receiving the formal written complaint, shall submit a report to the Executive Committee with the recommendation to forward the matter to the **IOC Ethics Commission** for further investigation, recommendations, including recommendations for disciplinary sanctions.

DISCIPLINARY ACTION

15. Employees or members of the ITTF against whom a complaint of harassment is substantiated may be severely disciplined based on the findings and recommendations made by the IOC Ethics Commission.
 - 15.1 For the purposes of this policy, retaliation against an individual
 - 15.1.1. for having filed a complaint under this policy; or
 - 15.1.2 for having participated in any procedure under this policy; or
 - 15.1.3 for having been associated with a person who filed a complaint or participated in any procedure under this policy,will not be tolerated.
 - 15.2 False accusation will be viewed very seriously and disciplinary action will be recommended against individuals who bring such false charges.

- 15.3 The Executive Committee can impose appropriate disciplinary sanctions from warnings, to fines, to exclusions when a complaint of harassment has been substantiated. The same disciplinary sanctions can be imposed if a false accusation has been substantiated.

APPEALS

16. Both the complainant and respondent shall have the right to appeal the decision. A notice of intention to appeal, along with grounds for the appeal, must be provided to the Executive Committee within 14 days of the complainant or respondent receiving the IOC Commissions report.
17. The ITTF Executive Committee shall forward the appeal to the CAS (Court of Arbitration for Sport).

REPORTING TO HARASSMENT OFFICERS

18. Every member of the ITTF has a responsibility to play a part in ensuring that the sport environment is free from harassment. This means not engaging in, allowing, condoning, or ignoring behavior contrary to this policy. In addition, any member of the ITTF who believes that a fellow member has experienced or is experiencing harassment is encouraged to notify a harassment officer appointed under this policy.
19. The ITTF encourages the reporting of all incidents of harassment, regardless of who the offender may be.
20. Where a person believes that a colleague has experienced or is experiencing harassment and reports this belief to an officer, the officer shall meet with the person who is said to have experienced harassment and shall then proceed in accordance with Section 13.

RESPONSIBILITY

21. The Executive Committee is responsible for the implementation of this policy. In addition, the Executive Committee is responsible for:
- 21.1 discouraging and preventing harassment within the ITTF;
 - 21.2 investigating formal complaints of harassment in a sensitive, responsible, and timely manner;
 - 21.3 imposing appropriate disciplinary or corrective measures when a complaint of harassment has been substantiated based on the findings of the IOC Ethics Commission, regardless of the position or authority of the offender;
 - 21.4 providing advice to persons who experience harassment;
 - 21.5 doing its utmost to support and assist any employee or member of the ITTF who experiences harassment by someone who is not an employee or member of the ITTF;

- 21.6 making all member Associations and employees of the ITTF aware of the problem of harassment, and in particular, sexual harassment, and of the procedures contained in this policy;
- 21.7 informing both complainants and respondents of the procedures contained in this policy and of their rights under the laws and regulations stipulated by the IOC Ethics Commission;
- 21.8 regularly reviewing the terms of this policy to ensure that they adequately meet the organisation's legal obligations and public policy objectives;
- 21.9 appointing officers and providing the training and resources they need to fulfill their responsibilities under this policy;
- 21.10 rehabilitate publicly, persons who have been victims of sexual harassment or who have been victims of a false accusation.

REVIEW AND APPROVAL

- 22. This policy was approved by the Board of Directors Meeting of the ITTF held in Shanghai, China, on 3rd May 2005.
- 23. This policy shall be reviewed by the Executive Committee on a bi-annual basis.