

Appendix A

JazzYYC Youth Safety Policy – Investigation Process

JazzYYC is committed to the safety of underage youth and ensuring a professional environment. This process is designed to foster an environment where complainants feel secure in coming forward with concerns or reports of suspicious behavior, free from the fear of reprisal. Its aim is to facilitate the prompt and thorough handling of complaints and concerns, thereby safeguarding the well-being of all members within the organization.

All reports will be investigated promptly and thoroughly. This may involve an independent investigator or professional agency with professional expertise in this area with oversight provided from the executive committee, board chair and/or appointed directors. The decision to involve an independent third party is at the sole discretion of JazzYYC's board of directors.

Addressing Concerns

JazzYYC has established a specific email address to provide a safe and secure mechanism for any individual to raise a concern. The primary individual responsible for reviewing concerns is the Executive/Artistic Director in collaboration with the Executive Committee. This individual leads the initial response, conducts a preliminary assessment, and decides in collaboration with the Executive Committee on immediate actions to be taken. Emails may be sent confidentially to: SafetyConcerns@JazzYYC.com.

Immediate Response Commitment:

- Listen carefully when an allegation is reported, without interrupting, questioning, or showing disbelief. Let the person reporting feel heard and taken seriously and thank them for their courage in coming forward.
- Provide the Incident Reporting Form to the individual making the report for immediate completion. This ensures the accuracy and completeness of the information provided.
- Inform the individual(s) reporting that information will be shared on a need-to-know basis to facilitate a thorough investigation and resolution process.
- Document the facts as reported without adding personal opinions or interpretations.
- Assess Immediate Danger: If the youth is in immediate danger, take necessary steps to ensure their safety, which may include contacting law enforcement or child protective services.
- If the accused is within the organization, consider temporary removal from their position or a role reassignment pending the investigation.
- Inform members of the Executive Committee (President, Past President, Vice President, Secretary) immediately and provide a summary of the incident and any immediate actions taken.

- Report the allegation to the appropriate authorities (e.g., police, child protective services) as required by law.
- Keep records of all reports made to external authorities, including dates, times, and reference numbers.

Internal Investigation:

- JazzYYC may engage an external agency to conduct an investigation into allegations made. This approach is intended to minimize any potential conflicts of interest and ensure an unbiased and thorough investigation.
- Interviews will be conducted with the individual reporting, the complainant, the accused, and any witnesses separately.
- Part of the investigation process may involve collecting relevant evidence such as emails, messages, or physical evidence.
- All parties involved must cooperate fully with external authorities conducting their own investigations and follow guidance or instructions provided by law enforcement or child protective services.

Support for Involved Parties

The Complainant

Keep the complainant and their family informed of the investigation's progress, within the bounds of confidentiality.

JazzYYC will undertake reasonable efforts to keep the complainant's identity confidential unless:

- The person agrees to be identified
- Identification is necessary to allow JazzYYC, and appropriate Board Member(s), to manage investigative procedures appropriately
- Identification is required by law
- The person accused is entitled to the information as part of legal proceedings.
- Support for the Complainant includes providing resources such as counselling services or referrals to the complainant and their family.

The Accused

- Treat the accused fairly and without bias.
- Maintain confidentiality as appropriate to protect the accused's rights as the investigation progresses.

Decisions and Action

Review Findings:

JazzYYC will evaluate evidence of the investigation carefully and objectively with oversight from the Executive Committee. If necessary, legal counsel will be consulted to ensure decisions comply with laws and organizational policies.

The Executive Committee and the Board will be kept apprised of decisions being considered and must be informed of the findings as the investigation progresses. The Board will provide guidance and advice during the course of the investigation as needed.

Once a decision is recommended, the board will review for final approval and action.

Taking Appropriate Action:

If the allegation is substantiated, the accused will be informed of the findings. Appropriate disciplinary actions will be taken against the accused, which may include termination, suspension of duties, or legal action.

Should an allegation be determined to be unfounded, the complainant will not suffer any repercussions, as long as the allegation was made in good faith and not malicious or made in the complainant's self-interest. The complainant's name may be revealed to law enforcement, JazzYYC's legal agents or other government agencies on a need-to-know basis if warranted given the nature of the complaint. Retaliation against a complainant by any JazzYYC representative will not be tolerated and will be subject to disciplinary action, up to and including termination or removal from position.

Complaints that are found to be malicious, fabricated, or made in bad faith will not be tolerated and disciplinary measures will be taken against the complainant, up to and including revocation of membership, program participation or termination of employment as appropriate.

Follow-up Process

- The Executive/Artistic Director will provide a summary of the incident and actions taken to relevant stakeholders, maintaining confidentiality as required.
- Following the conclusion of the investigation, the Executive/Artistic Director and appointed committee member will generate a final report. This report will include recommendations for policy reviews, and a summary of insights gained, and suggested best practices aimed at preventing future incidents.
- Periodic check-ins with the complainant and their family may be scheduled for a period of time to ensure their ongoing well-being.
- Assess the organization's environment to ensure a safe and supportive atmosphere for all members and staff.
- Review the response process to identify any areas for improvement.

- Ensure all staff and volunteers receive updated training on handling concerns or allegations.