



TITLE	Safe Sport Investigation policy
TYPE	Policy
ENTRY IN FORCE	June 1, 2026
DATE OF LAST REVIEW	January 10, 2026
FREQUENCY OF REVIEW	Annually
TARGET COMPONENT	Pickleball NB- Executive & Directors
RESPONSIBLE SECTOR	Pickleball NB-General
DISTRIBUTION	<ul style="list-style-type: none">- Executive & Directors- Affiliated Clubs- Members
ADOPTED ON	February 11, 2026

1. SUMMARY

Pickleball New Brunswick (the “Organization”) and its members are committed to preventing and addressing all forms of Discrimination, Harassment, Workplace Harassment, Workplace Violence, Sexual Harassment, and Maltreatment within their operations and activities.

This Policy outlines how Individuals may report such concerns and how the Organization will ensure that complaints requiring investigation are handled in a fair, independent, and thorough manner.

2. ELEMENTS OF THE POLICY

2.1 Determination and Disclosure

When a complaint is submitted under the Discipline and Complaints Policy, the Case Manager shall determine whether the complaint involves Discrimination, Harassment, Workplace Harassment, Workplace Violence, Sexual Harassment, Maltreatment, or any other matter requiring investigation.

The Organization and its Members shall comply with all disclosure and reporting obligations required by law, including obligations to government authorities, police services, or child protection agencies.

2.2. Investigation

Where a complaint is determined to involve matters requiring investigation, it will continue to be managed under the Discipline and Complaints Policy. The Case Manager may also appoint an Investigator to investigate the allegations.

The Investigator shall be an independent third party with appropriate experience and expertise and must not have a conflict of interest or prior involvement with the parties.

Where applicable, federal, provincial, or territorial workplace legislation relating to harassment or violence may apply. The Investigator shall review relevant legislation, organizational human resources policies, and may consult subject-matter experts as required.

The investigation process shall be determined by the Investigator and may include, but is not limited to:

- a) Interviews with the Complainant
- b) Interviews with witnesses
- c) Preparation of a statement of facts reflecting the Complainant's perspective, acknowledged by the Complainant and provided to the Respondent
- d) Interviews with the Respondent
- e) Preparation of a statement of facts reflecting the Respondent's perspective, acknowledged by the Respondent and provided to the Complainant

2.3 Investigator's report

Upon completion of the investigation, the Investigator shall prepare a written report summarizing the evidence and providing findings and recommendations. The report shall determine, on a balance of probabilities, whether the alleged conduct constitutes Discrimination, Harassment, Workplace Harassment, Workplace Violence, Sexual Harassment, Maltreatment, or a breach of a governing document, including the Code of Conduct and Ethics.

The Investigator's Report shall be provided to the Case Manager, who may disclose the report, in whole or in part, to the Organization, a Member, or other parties as appropriate.

Where the Investigator identifies potential criminal conduct, including but not limited to criminal harassment, uttering threats, assault, sexual offences, or exploitation, the Investigator shall advise the Complainant and the Organization or Member to consider reporting the matter to police.

The Investigator must inform the Organization or Member of any findings indicating criminal activity. The Organization or Member shall notify police where required by law, including cases involving prohibited substances or methods under the World Anti-Doping Agency Prohibited List, sexual offences involving minors, fraud, or any offence where failure to report could bring the Organization or Member into disrepute.

2.4 Reprisal and Retaliation

No Individual who submits a complaint or participates in an investigation shall be subject to reprisal or retaliation. Any such conduct may constitute Maltreatment and shall be addressed under the Discipline and Complaints Policy.

2.5 False Allegations

An Individual who submits allegations that are determined to be malicious, false, or made for the purpose of retaliation or retribution may be subject to discipline under the Discipline and Complaints Policy. Such an Individual may also be required to reimburse investigation costs and will be deemed not in good standing until such costs are paid.

2.6 Confidentiality

The Investigator shall make reasonable efforts to preserve the confidentiality of all parties involved. However, the Organization and its Members recognize that confidentiality cannot be guaranteed in all circumstances and that anonymity may not always be possible during an investigation.

3. UPDATE OF THE POLICY

The policy will be reviewed on a triennial base, or as operational needs dictate.

4. ENTRY IN FORCE

This policy will enter into force on June 1, 2026