

# anti-bullying & safe space policy

Children's Craniofacial Association is committed to a safe, caring and responsive environment that is free of discrimination, violence, harassment, intimidation and bullying for all individuals participating in our programs and services including but not limited to the Annual Family Retreat and Educational Symposium, regional events, and online networking and support. Our organization works to ensure that all individuals involved have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the craniofacial community.

## CCA Participants' Bill of Rights

Each participant in CCA Programs has a right to:

- Network in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

## Prohibition of Harassment, Intimidation, and Bullying

"Harassment, intimidation or bullying" means any intentional written, verbal, or physical act, when the intentional written, verbal, or physical act:

- Physically harms an individual or damages his/her property; or
- Has the effect of substantially interfering with an individual's CCA experience; or
- Is severe, persistent, or pervasive that it creates an intimidating or threatening physical or emotional environment; or
- Has the effect of substantially disrupting the orderly operation of CCA's programs/services.

Harassment, intimidation, bullying and/or cyberbullying is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress.

Harassment, intimidation, bullying and/or cyberbullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons or creating graphics, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

## Enforcement of Safe Spaces Policy

Any individual found violating the safe space policy by making disparaging remarks, creating a hostile or unwelcoming environment, participating in bullying or cyberbullying, or committing any act of intolerance, will be given one (1) warning that they have violated this Safe Spaces policy. Upon the second (2) violation, effective immediately, the offender will no longer be allowed to participate with others in the programs of CCA including, but not limited to the Annual Family Retreat and Educational Symposium, organized family networking sponsored fundraisers and regional events, or webinars and video conferences. At the sole discretion of the management of CCA, the one strike policy can be truncated and immediate dismissal from activities and prevention from further participation may occur without the first written warning, given the nature and/or severity of the offense, including, but not limited to physical violence or presenting a threat to oneself or others. CCA will make all attempts to thoroughly investigate violations of the safe spaces policy but reserves the full right to make decisions about who is allowed to participate in CCA activities.

