

CALGARY STAMPEDE FOUNDATION – CORPORATE POLICY			
Department	Youth Campus & Youth Education	Number	CSF-CP-011
Subject	Duty of Care Policy	First Issued	February 23, 2023*
		Effective	February 23, 2023
Issued to	Employees, Contractors and Volunteers	Version	02 (Dec.2024)
Approved by	Board of Directors	Next Review	December 2026

1.0 POLICY STATEMENT

- 1.1 The Calgary Stampede Foundation supports the youth of Alberta with opportunities to enhance their leadership skills, personal growth, citizenship and education in a safe and respectful environment that protects their well-being. All individuals involved with Calgary Stampede Foundation Programs are responsible to:
- a. Fulfill their Duty of Care to act in the best of interests of Participants and protect them from Risk of Harm;
 - b. Be familiar with and abide by the specific requirements outlined in this policy; and
 - c. Seek clarification from their leader or supervisor about situations that may not be explicitly addressed in this policy.

2.0 PURPOSE

- 2.1 The purpose of this policy is to protect the well-being of youth involved in Calgary Stampede Foundation programs, activities and events and safeguard them against Risk of Harm.

3.0 SCOPE

- 3.1 It is everyone’s responsibility to protect youth from harm. This policy applies to all employees, contractors, and volunteers involved with Calgary Stampede Foundation Programs including but not limited to:
- a. The Calgary Stampede Showband;
 - b. The Calgary Stampede Showriders;
 - c. The Young Canadians School of Performing Arts;
 - d. The Young Artist Poster Competition;
 - e. The Indigenous Youth Program;
 - f. The Stampede Summer Camp; and
 - g. Calgary Stampede Foundation Education and School Programs.
- 3.2 This policy applies in all situations and contexts that may be Program-related where employees, contractors and volunteers may interact with youth including but not limited to:
- a. Calgary Stampede Foundation or Calgary Stampede premises;
 - b. Rehearsal, performance, activity, classroom or event locations;
 - c. Interactions that take place by means such as the telephone, email, social media, instant message, text message, or other online or technology-enabled tools.
- 3.3 For greater clarity, this policy addresses the Duty of Care that Calgary Stampede Foundation employees, contractors and volunteers must fulfill for all Participants including

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youth who may otherwise be considered adults in other contexts (i.e. Participants in Calgary Stampede Foundation programs include youth ages 18-25).

4.0 DEFINITIONS

- 4.1 **Disrespectful Behaviour** refers to conduct that contributes to a negative and harmful environment, including comments, actions or gestures that are humiliating, offensive, hurtful, or belittling and affect the dignity and well-being of others. Examples of Disrespectful Behaviour include, but are not limited to, verbal or written comments, bullying or intimidation, abuse of authority, yelling or shouting, deliberately excluding others, and attempting to discredit others by spreading misinformation.
- 4.2 **Duty of Care** refers to the legal principle that identifies the obligation of individuals and organizations to take reasonable measures to care for and protect Participants.
- 4.3 **Harassment** refers to repeated or single, serious occurrences of inappropriate, bullying, hostile, or unwelcome verbal, written, graphic, or physical conduct where it is known or reasonably ought to be known that the behaviour is unwelcome and:
 - a. Is related to a Protected Ground or a person’s ethnicity, political beliefs, the size or shape of a person’s body, or socio-economic status;
 - b. Has the effect or purpose of abusing, disparaging, harming, threatening, demeaning, or intimidating an individual or group of individuals;
 - c. Negatively affects a person’s psychological or physical well-being; or
 - d. Has the effect or purpose of significantly interfering with performance.
- 4.4 **Participants** refers to youth, typically ages 7-25, who are enrolled or registered in a Calgary Stampede Foundation Program.
- 4.5 **Program Manager** refers to the individual responsible for a Calgary Stampede Foundation program’s administration and operations as delegated by the Executive Director or their designate.
- 4.6 **Protected Grounds** means the grounds of discrimination defined in the *Alberta Human Rights Act*, including race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, and sexual orientation .
- 4.7 **Risk of Harm** refers to the risk that a youth is likely to be physically, sexually or emotionally abused or neglected.
- 4.8 **Sexual Harassment** means Harassment that is based on gender or sexuality such as unwanted remarks, behaviours, or communications of a sexual nature that creates an unwelcome, hostile, coercive or offensive environment. Sexual harassment also includes inappropriate and offensive jokes, pictures, cartoons, texts, emails, and any other form of communication.

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4.9 **Violence** means the threatened, attempted, or actual conduct of a person that causes or is likely to cause physical injury or damage to property.

5.0 BACKGROUND SCREENING & ILLEGAL ACTIVITIES

5.1 In accordance with the CS Background Screening Policy {Link}, Employees, contractors and volunteers involved with Calgary Stampede Foundation programs must successfully pass background screening processes prescribed by the Calgary Stampede Foundation before commencing any work where they may interact with Participants. Background screening completed for other organizations will not be accepted.

5.2 In accordance with the Calgary Stampede Foundation Code of Conduct and Calgary Stampede Code of Conduct Policies, individuals are responsible to follow all applicable laws and must not engage in or give the appearance of being engaged in any activity that is illegal. At any time, if an individual who works or volunteers with Calgary Stampede Foundation Youth Program is charged with a criminal offense they must disclose this to the appropriate authority so that the organization can make an informed decision about the individual’s continued involvement with the program(s). The individual may be required to take a leave of absence.

6.0 TRAINING REQUIREMENTS

Employees, contractors and volunteers shall be required to complete training for interacting with youth as prescribed by the Calgary Stampede Foundation. Training may be required as a pre-requisite for commencing or continuing activities that may involve interaction with Participants.

7.0 RULES GOVERNING INTERACTIONS WITH YOUTH

7.1 The Duty of Care includes the responsibility for employees, contractors and volunteers to ensure that their interactions with Participants do not cause any harm or Risk of Harm.

7.2 Employees, contractors and volunteers must disclose any pre-existing personal relationships with Participants to the Program Manager.

- a. The Program Manager may implement strategies to mitigate potential conflicts of interest and risk for both the individual in question and Participant(s) depending on the nature of the personal relationship;
- b. Despite any pre-existing personal relationships, employees, contractors and volunteers must follow requirements detailed in this policy.
- c. Employees, contractors and volunteers must not develop new personal relationships with Participants that could risk non-compliance with this policy.

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- 7.3 Employees, contractors and volunteers must behave professionally at all times in all interactions with Participants, demonstrating a duty of care and taking clear steps as recommended or directed by the Calgary Stampede Foundation to protect and preserve Participants’ safety, dignity, and well-being.
- 7.4 Physical contact between an employee, contractor or volunteer and any Participant(s) must be:
- a. Limited to purposes consistent with the program’s objectives and for a clear educational or health related purpose;
 - b. In the presence of others; and
 - c. With the informed consent of the Participant.
- 7.5 Employees, contractors and volunteers must treat all Participants fairly and equitably regardless of their actions or behavior, race, ancestry, place of origin, colour, religious beliefs, age, sexual orientation, gender, gender identity, gender expression, marital status, family status, mental or physical disability.
- 7.6 Consistent with the Calgary Stampede and Calgary Stampede Foundation Code of Conduct Policies, Violence, other forms of physical and sexual abuse, Harassment including Sexual Harassment, and Disrespectful Behaviour are strictly prohibited. In accordance with these requirements, employees, contractors and volunteers must not:
- a. Engage in corporal punishment, including physical activity as punishment;
 - b. Deprive any Participant of basic needs including food, clothing, or shelter; and
 - c. Use any harsh or degrading measures that may humiliate the Participant or undermine their self-respect.

8.0 Duty of Care and Duty to Report

- 8.1 Employees, contractors and volunteers must immediately take action if they observe any harm or Risk of Harm to a Participant including intervening if safe to do so or alerting relevant authorities as appropriate and necessary. This includes taking action to stop and address Harassment, Disrespectful Behaviour, Violence, abuse, or other harms as described in this policy. This may include situations where harm is or may be caused intentionally or unintentionally by one or more Participants, employees, contractors, volunteers, or any other person.
- 8.2 Employees, contractors and volunteers must notify their Program Manager as soon as possible after becoming aware of any situation, interaction, incident or patterns of behaviour that may be cause for concern or constitute a violation of Calgary Stampede Foundation or Calgary Stampede policy. If the Manager is the subject of a concern, the report may be made to another Calgary Stampede Foundation employee (e.g., another Manager, Director, or the Executive Director). Such matters may be directly related to Participant’s involvement in a Calgary Stampede Program or a situation that the individual becomes aware of in the course of their duties. A report must be made

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immediately if a Participant is or appears to be experiencing harm or is in imminent Risk of Harm and 9-1-1 must be called if any person is in immediate danger.

- a. Matters that may be *Criminal Code* offenses including but not limited to assault, sexual assault, assault with a weapon, hate speech, defamation, and threats, must be reported to police.
 - b. In accordance with the *Alberta Child, Youth and Family Enhancement Act* and *Protection of Sexually Exploited Children Act*, a matter must be reported to the police and/or the Alberta Child Abuse Hotline if there are reasonable and probable grounds to believe that a child or youth is being neglected, abused or sexually exploited. If child abuse or family violence is suspected, Calgary Stampede Foundation employees, contractors and volunteers must not disclose their suspicion or intention to report the matter to the Participant’s parent(s) and/or guardian(s).
- 8.3 If an employee, contractor or volunteer makes a direct report to external authorities such as 9-1-1, the police, or the Alberta Child Abuse Hotline, the matter must be reported to the Program Manager as soon as possible.
- 8.4 Employees, contractors and volunteers must notify their Program Manager as soon as possible after becoming aware of, witnessing or experiencing any policy violation, including reports or complaints received from Participants, or other employees, volunteers, or contractors so that it may be addressed in accordance with applicable policies. If the Program Manager is the subject of a complaint, reports may be made to another Calgary Stampede Foundation employee (e.g. the Manager, Community Learning & Engagement, the Director, Youth Campus, or the Vice-President, Foundation).
- 8.5 Upon becoming aware of any alleged policy violation, concern or incident related to the well-being and safety of one or more Participants, the applicable Program Manager or other Calgary Stampede Foundation employee designated by the Vice-President, Foundation, is responsible for:
- a. Taking immediate action to prevent any further harm or Risk of Harm;
 - b. Reporting the matter to the Executive Director or designate;
 - c. Engaging with relevant authorities including making police reports as appropriate;
 - d. Initiating internal investigation processes if required in accordance with relevant policies; and
 - e. Engaging stakeholders to provide support and resources to affected Participants, employees, contractors, and volunteers as appropriate.
- 8.6 Employees, contractors and volunteers are responsible for participating in any investigation that may be initiated by the Calgary Stampede Foundation, Calgary Stampede, police, or other relevant authorities. Individuals who make reports and participate in these processes in good faith will be protected from any retaliation or reprisal for doing so.

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8.7 Program Managers are responsible for maintaining a safe environment in all facilities and programs by:

- a. Ensuring all employees, contractors and volunteers receive annual training on this policy and any further measures or directives the organization has made to protect the wellness and safety of Participants;
- b. Arranging advanced training for employees, contractors and volunteers as necessary or appropriate;
- c. Ensuring employee, contractor and volunteer recruitment includes appropriate background screening in accordance with the requirements outlined in this policy;
- d. Responding promptly in accordance with this and other policies to any concerns, complaints, reports or allegations regarding the safety and well-being of Participants or the conduct of employees, contractors or volunteers;
- e. Maintaining safeguards and precautions appropriate for the youth in their care, including physical security measures and emergency management and response plans.

9.0 COMPLIANCE AND ENFORCEMENT

9.1 Any apparent, perceived, or alleged violation of this policy will be investigated and may result in disciplinary action, which may include termination of the individual's employment, contract or volunteer relationship with Calgary Stampede Foundation programs.

9.2 Disciplinary action will be assessed individually based on the nature and seriousness of the incident or set of circumstances in accordance with the applicable Code of Conduct Policy.

9.3 In situations where a crime may have been committed, the Calgary Stampede Foundation will report the matter to relevant authorities and may pursue legal action as appropriate.

10.0 REFERENCES

- [Alberta Child, Youth and Family Enhancement Act](#)
- [Alberta Protection of Sexually Exploited Children Act](#)
- [Criminal Code of Canada](#)
- CSF Code of Conduct Policy
- CSF Respectful Workplace Policy
- CSF Internal and External Complaints SOP
- CS Code of Conduct
- CS Respectful Workplace Policy
- CSF Participant Code of Conduct
- CSF Investigation Procedure

11.0 RESOURCES

- [Alberta Child Abuse Hotline Information](#)

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Note: *This policy, in combination with others listed in the references, consolidates, updates, and formalizes CSF Youth Interaction Practices issued in 2019