



## **Policy and Procedure Statement**

**Effective:** January 2022

### **Policy intent:**

Workshop Theatre Society is responsible for providing all volunteers, employees, and board members with a respectful, harassment-free workplace, and recognizes that all volunteers, employees, and board members are entitled to work in an environment which is professional, open, and inclusive of all human rights. It is important that all volunteers, employees, and board members feel respected and safe from all forms of harassment, and that the diversity of all people who work and contribute to the success of the organization is valued.

### **Purpose:**

The purpose of this Respectful Workplace Policy is to outline the procedures regarding harassment and discrimination in the workplace, so that volunteers, employees and board members reporting any alleged incidents are comfortable in knowing that the matter will be treated confidentially and may be reported without fear of consequences.

### **Responsibility:**

All individuals involved with the company are responsible for upholding the image and reputation of Workshop Theatre Society by exhibiting respect and consciousness of individual rights and diversity in the workplace, and for ensuring that discrimination and harassment are not tolerated.

Members are requested to report when they become aware of, or hear of, alleged actions or complaints of discrimination or harassment.

### **Scope:**

The Respectful Workplace Policy applies to all Volunteers, Employees and the Board of directors.

The scope of this policy applies not only during rehearsal/show times, but to any activities on or off Workshop Theatre premises which could reasonably be associated with the organization.



## **POLICY**

Respect for human rights, individual needs, and employment equity is fundamental to the sustainability of the organization and the communities in which we operate. Workshop Theatre Society will make every effort to provide and maintain an environment in which all volunteers, employees and board members are free from workplace harassment, violence, sexual harassment, and discrimination.

### **Harassment**

Examples of harassment that will not be tolerated at Workshop Theatre Society are: verbal, psychological, or physical abuse, threats, derogatory remarks, offensive jokes, innuendo or taunts related to any employee's race, size, religious beliefs, colour, gender, physical or mental disability, age, ancestry, place of origin, marital status, source of income, family status, sexual orientation, practical jokes that result in awkwardness or embarrassment; and unwelcome invitations or requests, whether indirect or explicit.

Sexual harassment can include such things as pinching, patting, rubbing or leering, "dirty" jokes, pictures or pornographic materials, comments, suggestions, innuendoes, requests or demands of a sexual nature. The behaviour need not to be intentional in order to be considered sexual harassment.

### **Privacy and Confidentiality**

Workshop Theatre Society recognizes that individuals may find it difficult to come forward with a complaint under this Respectful Workplace Policy because of concerns of confidentiality. Therefore, all complaints concerning workplace harassment, sexual harassment, and discrimination, as well as the names of the parties involved, shall be treated as confidential

All parties to a harassment complaint are expected to respect the privacy and confidentiality of all other parties involved, and to limit the discussion of a harassment complaint to those that need to know. Workshop Theatre Society and all individuals involved in the complaint process will comply with all requirements of the Personal Information Protection Act (PIPA), to protect personal information.

### **Respect for All**

Respect must be maintained in all areas, both internally and externally. This not only includes respect for those who we interact with such as co-workers, clients, and patrons, but also respect from outsiders and the public towards our members. The values in our space and respect shown to one another should be applicable towards every individual that we interact with. Also, we will endeavour to ensure that our volunteers, employees, and board members receive the same respect from those who we deal with, and that abuse from outsiders will not be tolerated. We strive to ensure an all-encompassing sense of respect for and from all individuals in our space.

## PROCEDURE

If you are being harassed or feel that you are being discriminated against, there are several options available to you in addressing the problem:

### 1. Self-resolution

Where and when members feel confident or comfortable in doing so; they are encouraged to attempt to resolve their concerns by direct communication with the person(s) engaging in the unwelcome conduct. You should address a disapproval of the conduct or comments which you find offensive. Keep a record of incidents (date, times, locations, possible witnesses, what happened, your response). You do not have to have a record of events in order to make a complaint, but a record can strengthen your case and help you remember details over time.

### 2. Board Support and Intervention

Members who believe they are victims of discrimination or harassment or become aware of situations where such conduct may be occurring, are encouraged to report and seek Board support and intervention. If, after asking the harasser to stop their behaviour, the harassment continues, or if you are uncomfortable with personally communicating your concern with the harasser, report the problem to any Executive Board Member or WTS Administrator. Contact information for any Executive Board Member can be requested through the WTS Administrator and/or Producer with no questions asked upon the request.

### 3. Formal Complaints

A formal complaint may be filed if attempts at resolving the issue are not appropriate or proving to be ineffective. All complaints received will be kept strictly confidential, and all necessary steps will be taken immediately to resolve the problem and begin investigation. Both the complainant and the alleged harasser will be interviewed, as well as any individuals who may be able to provide relevant information. All information will be kept in confidence.

To file a complaint;

1. Provide a letter of complaint that contains a brief account of the offensive incident. The letter should also include the remedy sought and be signed and dated by the person complaining.
2. File the complaint with any of the individuals designated by Workshop Theatre Society to deal with harassment complaints.
3. Cooperate with those responsible for investigating the harassment complaint

If the investigation reveals evidence to support the complaint of harassment, the harasser will be disciplined appropriately. Discipline may include dismissal, and the incident will be documented in the harasser's file. No documentation will be placed on the complainant's file when the complaint has been made in good faith, whether the complaint has been upheld or not. If the investigation fails to find evidence to support the complaint, there will be no documentation concerning the complaint placed in the file of the alleged harasser.



## Definitions

**Harassment-** Harassment occurs when a volunteer is subjected to unwelcome verbal or physical conduct because of race, religious beliefs, colour, place of origin, gender, physical or mental disability, age, ancestry, marital status, source of income, family status or sexual orientation. Alberta human rights law prohibits workplace harassment based on these grounds.

**Sexual Harassment-** The *Alberta Human Rights Act* Prohibits discrimination based on the ground of gender, including sexual harassment. Unwanted sexual advances, unwanted requests for sexual favours and other unwanted verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; or
2. Submission to rejection of such conduct by an individual affects that individual's employment.