

Respectful Workplace Policy

1. Workplace conduct

Touchstone Theatre is committed to creating a respectful workplace environment. Discrimination, Discriminatory Harassment or Bullying and harassment are not acceptable or tolerated in the workplace. All individuals associated with Touchstone will be treated and are expected to treat others in a fair and respectful manner.

Touchstone Theatre is committed to a comprehensive strategy to address harassment and discrimination, including:

- providing training and education to make sure everyone knows their rights and responsibilities
- regularly monitoring organizational systems for barriers to participation
- providing an effective and fair complaints procedure
- promoting appropriate standards of conduct at all times

2. Discrimination and Discriminatory harassment

Discrimination is any act or omission that results in unjust or prejudicial treatment of different categories of people. Differences may be based on race, marital status, religious beliefs, family status, colour, age, gender, gender identity or expression, ancestry, physical disability, place of origin, mental disability, source of income, sexual orientation, or any other ground covered by provincial human rights legislation.

Discriminatory Harassment is a form of discrimination and is defined as unwelcome conduct based on or related to any of the protected grounds set out above; which detrimentally affects the work environment or leads to adverse job-related consequences.

Sexual harassment is a form of discriminatory harassment. Examples include:

- Suggestive jokes, remarks
- Unwelcome sexual advances, including asking questions about sexual conduct or sexual orientation
- Using sexually suggestive language which another person finds offensive, demeaning or inappropriate
- Unnecessary touching or physical contact
- Leering or other suggestive gestures
- Displaying offensive visual or audio material, including lewd jokes, cartoons or posters

3. Bullying and harassment

- a) includes any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated, but
- b) excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.

Examples of conduct or comments that might constitute bullying and harassment include verbal aggression or insults, calling someone derogatory names, harmful hazing or initiation practices, vandalizing personal belongings, and spreading malicious rumours.

It is important to note that people experiencing harassment may not outwardly object to the harassing comments or conduct. People may feel unable to object. For example, they may be in a vulnerable situation and be afraid of the consequences of speaking out. It doesn't matter if someone voices objections or not to the person making the unwelcome comments – they can still make a complaint and the behaviour can still be found to be harassment.

4. Prohibited Conduct

Employees of Touchstone must:

- not engage in discrimination or discriminatory harassment, or in the bullying and harassment of other workers
 - o *Discrimination*: means any form of unequal treatment based on factors such as age, race, ethnicity, colour, sex, gender, gender expression, sexuality, socioeconomic position, D/Disability, among others. This could take the form of imposing extra burdens or denying specific benefits. It may be intentional or unintentional. It may involve direct actions that are discriminatory on their face, or it may involve rules, practices or procedures that appear neutral, but disadvantage certain groups of people. Discrimination may take obvious forms, or it may happen in very subtle ways.
 - o *Harassment*: means a course of comments or actions that are known, or ought reasonably to be known, to be unwelcome. It can involve words or actions that are known or should be known to be offensive, embarrassing, humiliating, demeaning or unwelcome, based on a ground of discrimination identified by this policy. Harassment can occur based on any of the grounds of discrimination.
- report if bullying and harassment is observed or experienced
- apply and comply with Touchstone' policies and procedures on workplace conduct

5. Application

The right to freedom from discrimination and harassment extends to all employees, including permanent, temporary, casual, contract, associates, interns, and student workers, including performers and members of creative teams and crew working on productions. This policy applies to interpersonal and electronic communications, e.g. emails and opening night gatherings.

It is also unacceptable for members and associates of Touchstone Theatre to engage in harassment or discrimination when dealing with audiences, or with others they have professional dealings with.

6. Annual review

This policy will be reviewed every year. All employees will be provided with a copy.

7. Procedures

Confidentiality

To protect the interest of all individuals involved in any process involving reported incidents or formal written complaints confidentiality will be maintained throughout the process to the extent practicable and appropriate under the circumstances, and as permitted by law.

We ask that you refrain from any kind of public shaming in person or through social media, as this has the potential to shut down necessary dialogue.

All complaints will be addressed in a timely manner, investigated thoroughly, and dealt with accordingly.

Reporting prohibited Conduct

Any individual who believes they have experienced prohibited conduct in the workplace or at any work-related event is encouraged to inform the person that their behaviour is inappropriate, and ask them to stop. If the behaviour continues or if the employee does not wish to address the person directly, the individual should report the matter to one of the following individuals:

- the General Manager
- the Artistic Director
- the Chair of the Human Resources Committee of the Board of Directors
- the President of the Board of Directors

Informal Resolution

The person receiving the report will offer an informal resolution procedure. If the parties agree to engage in an informal resolution procedure, Touchstone will appoint a facilitator/mediator. Effort will be made to ensure that the parties are comfortable with the choice of individual conducting the informal resolution procedure.

Investigation

If any party does not wish to engage in informal resolution procedures, or informal resolution does not resolve the matter, the matter will be referred to investigation.

An investigation may be conducted by either an internal or external investigator, as appointed by Touchstone. A member of the board who has had no involvement in the subject matter of the complaint may serve as an investigator.

An investigation will include interviews with the complainant(s), the alleged respondent(s) and witnesses to the incident, if any. The respondent should be given enough information about the allegations against them to allow them to respond. On completion of the investigation, the investigator will report to the Board. The Board will inform the parties of the Investigator's findings and recommendations, if any.

If the investigation substantiates the complaint of prohibited conduct, the respondent will be disciplined appropriately. Depending on the nature and severity of the harassment, disciplinary actions may include:

- A verbal and/or written apology;
- Letter of reprimand from the organization;
- Referral to counseling; removal of certain employment privileges;
- Temporary suspension with or without pay; and/or
- Termination of employment or contract.

8. No Reprisals

Reprisals or retaliation against individuals involved in a complaint are prohibited. Employees who engage in reprisals or threats of reprisals may be disciplined, up to and including termination of employment.

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