

## **ANTI-HARASSMENT POLICY STATEMENT**

**Approved by Dancemakers' Board of Directors on March 28, 2019**

### **Our Commitment**

At Dancemakers, we are committed to providing a safe and respectful work environment for all staff, artists, visitors and stakeholders.

No one, whether a manager, an employee, a contractor, an artist, volunteer, or a member of the public, has to put up with harassment at Dancemakers, for any reason, at any time. And no one has the right to harass anyone else, at work or in any situation related to employment. This policy is one step toward ensuring that our workplace is a comfortable and respectful place for all of us.

Harassment is against the law. Workplace harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome. It includes any objectionable act, comment or display that demeans, belittles or causes personal humiliation or repeated embarrassment and any act of intimidation or threat. It may be physical or psychological in nature, including acts committed, threatened or attempted against a person without the person's consent.

Workplace sexual harassment, a subset of workplace harassment, means engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

The *Ontario Human Rights Code* and the *Occupational Health and Safety Act* protect us from various forms of harassment. The *Criminal Code* protects us from physical and sexual assault. You have a right to live and work without being harassed, and if you are harassed, you can do something about it.

### **Dancemakers Representatives' Responsibilities**

All Dancemakers representatives, including employees, contractors and volunteers have the responsibility to treat each other with respect, and to speak up if they or someone else is being harassed. All representatives have a responsibility to report harassment to their manager or supervisor or, if that person has engaged in harassment, their superior or the Chair of the Board of Directors. All representatives are responsible for respecting the confidentiality of anyone involved in a harassment complaint.

### **Managers' Responsibilities**

All managers and senior staff are responsible for fostering a safe working environment, free of harassment. Managers must set an example for appropriate workplace behaviour, and must investigate and deal with situations of harassment immediately upon becoming aware of them, whether or not there has been a complaint. Managers or other senior staff receiving complaints shall report all complaints to the Chair of the Board of Directors.



### **Dancemakers' Responsibilities**

As an employer, Dancemakers has a responsibility to the extent reasonably possible, to be aware of what is happening in its workplace, including public events and performances, and to take all incidents or complaints of harassment seriously. Dancemakers will investigate, as appropriate in the circumstances, and act on all incidents and complaints to ensure that they are resolved quickly, confidentially, and fairly. Appropriate discipline, up to and including termination of employment, will be imposed on anyone who has harassed others or anyone who retaliates in any way against anyone who has complained of harassment, in light of all evidence presented. At Dancemakers, we will not tolerate harassment.

### **Harassment Complaint Procedure**

Dancemakers is committed to ensuring that harassment complaints are dealt with in a confidential, respectful, timely and professional manner.

Dancemakers has a responsibility to make sure harassment ends as soon as management is aware of the complaint. Complaints will be resolved as quickly as possible, ideally within one month of being made.

The following complaint procedure will be followed:

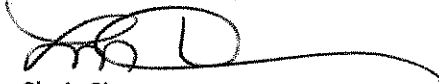
1. The complaint must be immediately reported, in person or in writing, to a manager, other senior staff or to the Chair of the Dancemakers Board at [dancemakersboard@gmail.com](mailto:dancemakersboard@gmail.com) in the event of conflict of interest on the part of the manager or senior staff; the senior staff, manager or the Chair will acknowledge receipt of the complaint, and investigate and respond as soon as possible.
2. Dancemakers will not disclose any information about a complaint except as necessary to investigate the complaint or to take disciplinary action, or as required by law.
3. The manager, senior staff or independent outside investigator, if required, will investigate the complaint and take the necessary steps to resolve the problem, whether or not the complainant wishes to pursue an investigation (as required by law) . This investigation may take the form of an in-person meeting or a telephone conversation with the complainant and the respondent(s) to the complaint, and any witnesses, and will include a review of any relevant documentation or electronic records.
4. The investigator will make inquiries to determine, insofar as possible, at least the following:
  - Date and time of incident(s)
  - Location
  - Name of person(s) against whom the complaint is made (the respondent(s)) and their relationship with Dancemakers
  - If the complainant has worked with the respondent previously and, if so, in what context
  - The details of the allegations, and how they affected the complainant
  - Any previous incidents
  - Name of witnesses, if any
  - If the respondent has made contact since the incident and, if so, under what circumstances



- Other relevant information including documentation
  - The remedy the complainant is seeking
  - The investigator will make notes of information provided and inform the complainant that the details of the allegations will be provided to the respondent for response, and vice versa. The investigator may provide their notes to the person providing the information to confirm their accuracy.
5. The investigating staff will provide a report of the incident in writing to Dancemakers Board of Directors Chair with recommendations before any final decisions and/or actions are taken.
  6. In the event of allegations of assault, the Board Chair will, with advice of outside counsel if necessary, consider whether a report to law enforcement officials is required.
  7. The Dancemakers Board will, in light of all complaints, consider and implement any changes to policies or practices, including training and coaching, which may prevent a recurrence.

Approved by Dancemakers Board of Directors on April 29, 2019.

Louis-Michel Taillefer  
Chair Name



Chair Signature