

Co.ERASGA Anti-Harassment Policy and Procedures

STATEMENT

Co.ERASGA Dance Society is committed to providing an environment that is free of discrimination and harassment, where all individuals are treated with respect and dignity and have equal opportunities.

We recognize *The Canadian Human Rights Act*, which protects employees from harassment based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability or pardoned conviction.

Through this policy, we aim to ensure that employees, board members, artists, volunteers, and audience members of Co.ERASGA are aware of what constitutes harassment and discrimination, and that these practices are incompatible with the standards of our organization, as well as being in violation of the law.

APPLICATION

All persons working or associating with Co.ERASGA are expected to uphold these policies and fully cooperate in any investigations of harassment or discrimination complaint.

This policy prohibits discrimination or harassment based on the following grounds, and any combination of these grounds:

- Age
- Creed (religion)
- Sex (including pregnancy and breastfeeding)
- Sexual orientation
- Gender identity
- Gender expression
- Family status (such as being in a parent-child relationship)
- Marital status (including married, single, widowed, divorced, separated or living in a conjugal relationship outside of marriage, whether in a same-sex or opposite-sex relationship)
- Disability (including mental, physical, developmental or learning disabilities)
- Race
- Ancestry
- Place of origin

- Ethnic origin
- Citizenship
- Colour
- Record of offences (criminal conviction for a provincial offence or for an offence for which a pardon has been received)
- Association or relationship with a person identified by one of the above grounds
- Perception that one of the above grounds applies

NOTE: If a person does not explicitly object to harassing behaviour, or appears to be going along with it, this does not mean that the behaviour is okay. The behaviour could still be considered harassment under the *BC Human Rights Code*.

DEFINITIONS

The following behaviours are prohibited and, if reported, will be grounds for investigation and disciplinary measures, including potential termination.

Discrimination: the unjust or prejudicial treatment of different categories of people or things, especially on the grounds of race, age, or sex.

Harassment: a form of discrimination. Harassment is a form of discrimination. It includes any unwanted physical or verbal behaviour that offends or humiliates you. Generally, harassment is a behaviour that persists over time. Serious one-time incidents can also sometimes be considered harassment.

Sexual and gender-based harassment: sexual harassment is a form of harassment that can include:

- Gender-related comments about a person's physical characteristics or mannerisms
- Paternalism based on gender which a person feels undermines his or her self-respect or position of responsibility
- Unwelcome physical contact
- Suggestive or offensive remarks or innuendoes about members of a specific gender
- Propositions of physical intimacy
- Gender-related verbal abuse, threats or taunting
- Leering or inappropriate staring
- Bragging about sexual prowess or questions or discussions about sexual activities
- Offensive jokes or comments of a sexual nature about an employee or client
- Rough and vulgar humour or language related to gender

- Display of sexually offensive pictures, graffiti or other materials including through electronic means
- Demands for dates or sexual favours

Sexual Solicitation: this policy prohibits sexual solicitations or advances by any person who is in a position to grant or deny a benefit to the recipient of the solicitation or advance. This includes managers and supervisors, as well as co-workers where one person is in a position to grant or deny a benefit to the other. Reprisals for rejecting such advances or solicitations are also not allowed.

PROCEDURE

This code does not supersede an individual's right to pursue a police report and/or investigation, or seek legal counsel.

If you feel comfortable and it is safe to do so, you may attempt to correct the issue directly by informing a harasser or abuser that their behaviour is unacceptable and that it must stop immediately.

Keep a record. Write down dates, times, any witnesses, what was said or done, when and by whom.

Documentation is extremely important, especially if the harasser does not stop or if the issue requires a formal complaint.

If you are not comfortable communicating directly with the harasser or abuser, or if you have and the behaviour has continued or not been addressed, you are encouraged to submit a complaint through our online Reporting Form (which may be anonymous).

In situations involving the Board Chair, alternate contacts can be found on the Reporting Form online. They include representatives from both the staff and Board of Directors.

NOTE REGARDING CONFIDENTIALITY: If requested by the complainant and lawfully possible, steps will be taken to keep the complainant's identity confidential. Please note, should you choose not to identify yourself during the reporting of the incident, we will not be able to contact you, and may not be able to enforce the policy to the fullest extent.

After A Complaint/Concern Has Been Received

A detailed investigation will be conducted, which may include interviewing the complainant, the alleged offender(s) and any other person who may provide information. Information received will be held in the strictest confidence possible.

Alleged offenders will be informed that a complaint has been received, however the complainant will remain anonymous, unless otherwise discussed between the complainant and the panel.

Investigation of Complaints and Concerns

Reports will be handled on a case by case basis, beginning with a conversation between the complainant and a two-person panel made up of one board member and one staff member.

Upon submitting a complaint or concern, the complainant will be replied to in a timely manner of one week. The complainant will be given an opportunity to choose between a selection of at least one staff and one board member to form the panel.

It is our hope to make this process as comfortable and unbiased as possible as we navigate the delicate nature of our community/work environment and the uniqueness of each situation.

The investigation may include, but is not limited to, the following:

- Further conversations with the complainant to gather information;
- Contacting the accused to discuss the complaint.

Once the investigation is completed, the panel will provide to the Board a written report of recommendations to address the complaint, which may include, but are not be limited to, the following:

- Disciplinary action of the person responsible for the assault (if an employee)
- Requirement to provide a formal apology
- Facilitation of appropriate mediation or counselling for those involved
- Suspension, termination, or removal of the individual or employee from their role or position
- Discussion with the offender regarding expected and appropriate workplace behaviour and responsibilities

Physical or sexual abuse will automatically trigger disciplinary action.

The complainant, the respondent and/or any affected parties will be informed of the outcome of the investigation and next steps. If applicable, there will be a follow-up put in place to monitor the working relationship of the parties involved.

If you have any questions regarding the above policy you may contact us at info@companyerasgadance.ca

In keeping with Co.ERASGA's Code of Conduct every effort is made to ensure that any complaint or concern is addressed appropriately and in a timely manner. Filed reports are kept confidential and all reports made through this form are received in confidence by Co.ERASGA.

This document was drafted with input from the BC Human Rights Code, Artist Producer Resource, Raven Spirit Dance, and content paraphrased from Bad Dog Theatre and Ghost River Theatre companies' Code of Conduct.