



Respectful Space Policy

Theatre Aurora is committed to fostering and sustaining a respectful space. A respectful space is one that values diversity and inclusion, dignity, courteous conduct, fairness, positive communication and professional working relationships. A respectful space is inclusive, diverse, equitable, accessible and free from harassment and discrimination.

The policy of Theatre Aurora is to take every reasonable step to:

- cultivate and sustain a respectful, positive, inclusive and supportive culture
- promote awareness of rights and responsibilities
- prevent, identify and eliminate harassment and discrimination in a timely manner
- improve and/or restore environments and relationships affected by incidents or allegations of harassment or discrimination.

To whom does this policy apply?

This policy applies to members, associate members, volunteers, artistic members, production members and anyone associated with Theatre Aurora.

This policy upholds the Ontario Human Rights Code (the Code), and relevant legislation (including the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and the Criminal Code of Canada).

Where does this policy apply?

This policy applies to any location where anyone is gathered for a Theatre Aurora reason. This may include physical sites (theatre, rehearsal space), cast parties, and social outings.



When does this policy not apply?

The policy does not apply to the following situations:

- expressing differences of opinion;
- offering constructive feedback, guidance, or advice about behaviour and performance;
- making legitimate complaints about someone's conduct through established procedure;
- providing reasonable direction to an individual to have the person improve their performance.

Procedures

Sexual or Workplace Harassment, or Intentional Discrimination

- A person who is subjected to harassment or discrimination by another person should - where possible - inform that person that the conduct/comment is unwelcome. This is advisable only if the harassed person feels comfortable and safe in addressing the harasser. It is also advisable to keep a written record of dates, times, specifics, and witnesses.
- If the harassed person is not able to confront the alleged harasser, or if the behaviour continues after making the alleged harasser aware of the unwelcome nature of the conduct/comment, the issue should be reported to the Stage Manager or Producer (when in a show), or President or other member of the Board Executive.
- If the harassed person is in a show and does not feel comfortable reporting to their Stage Manager or Producer because either of those individuals is the



alleged harasser, the harassed person should report to the President or other member of the Board Executive.

- If the harassed person does not feel comfortable reporting to the President because that individual is the alleged harasser, the harassed person should report to another member of the Board Executive.
- Theatre Aurora is committed to take every complaint seriously and to make sure that the individual who reports the incident(s) is free from any sort of reprisal.
- An investigation will be conducted into the incident(s) and complaint(s) that is appropriate and proportional in the circumstances and respects the confidentiality and privacy of those involved. The investigation and key details will be contained to the Board Executive.

Workplace Violence

- Persons witnessing an act of physical violence should call 911 and take proper First Aid measures.
- Persons should be mindful of their personal safety and should not attempt to intervene in any act of violence, other than to call 911.
- Victims or witnesses of workplace violence should immediately report the incident to their Stage Manager, Producer, the President, or other member of the Board Executive.
- Complaints of physical assault may be reported to the police.

This policy provides internal mechanisms to address personal and sexual harassment or violence involving members quickly and fairly. At the same time, nothing in the policy is intended to prevent or discourage a complainant from choosing an alternative resolution process or legal action.

For example, human rights violations that relate to what is known as a protected ground may warrant the intervention of a provincial human rights tribunal. More information about protected grounds can be found in the Definitions. If a complainant pursues such



an alternative, Theatre Aurora may decide to terminate or suspend its internal response procedures.

Confidentiality and Privacy

Information obtained about an incident or complaint of workplace harassment or discrimination including identifying information about any individuals involved, will not be disclosed unless:

- the disclosure is necessary for the purposes of investigation, or
- for taking corrective action with respect to the incident or complaint, or
- is otherwise required by law.

Respondents and complainants must have access to sufficient information about the allegations to allow effective participation in the process.

Personal information must be collected, used and disclosed in accordance with applicable policies or guidelines and law.

Obligations & Significant Risk

When Theatre Aurora determines that a situation poses a significant risk to those exposed to it, it will act prudently and to the best of its ability to address this situation. This may mean that the procedures outlined in this policy, including those specifying confidentiality, will be set aside. Theatre Aurora has an obligation to investigate potential harassment, violence or sexual harassment even in the absence of a formal complaint. If an allegation is such that an outside agency, such as the police, would be a more appropriate avenue for response, Theatre Aurora may refer or recommend referral of the matter and suspend any further internal response.



Timeliness

The absolute best way to effectively address an alleged problem is to respond quickly. All complaints shall be made with six (6) months of the last incident of the alleged harassment or discrimination.

Impact vs. Intent

In all matters of gauging alleged negative behaviours, the impact of the behaviour or condition will be considered to be of primary importance, rather than the intent behind the behaviour or condition.

Withdrawing a Complaint

A complainant may withdraw a complaint at any stage in the response process. However, Theatre Aurora may continue to act on the issue identified in the complaint in order to comply with its obligations under law, negotiated agreement or policy.

Complaints Made in Bad Faith

Complaints which are trivial, frivolous, vexatious or made in bad faith will result in prompt termination of the response process. In the case where such a complaint has been made by a Theatre Aurora member, disciplinary proceedings under the bylaws may also be considered.

Definitions

Harassment or Sexual Harassment



Harassment is defined in the Ontario Human Rights Code as “engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome.”

Discrimination

Discrimination is not defined in the Ontario Human Rights Code Discrimination but usually includes the following elements:

- not individually assessing the unique merits, capacities and circumstances of a person
- instead, making stereotypical assumptions based on a person’s presumed traits
- having the impact of excluding persons, denying benefits or imposing burdens.

The Ontario Human Rights Code prohibits actions that discriminate against people based on a protected ground in a protected social area.

Protected grounds are:

- Age
- Ancestry, colour, race
- Citizenship
- Ethnic origin
- Place of origin
- Creed
- Disability
- Family status
- Marital status (including single status)
- Gender identity, gender expression
- Receipt of public assistance (in housing only)
- Record of offences (in employment only)
- Sex (including pregnancy and breastfeeding)

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- Sexual orientation.

Protected social areas are:

- Accommodation (housing)
- Contracts
- Employment
- Goods, services and facilities
- Membership in unions, trade or professional associations.