



## Respect in the Workplace Policy

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## **1. Introduction**

REPERCUSSION THEATRE values the diversity of its workforce, its patrons and visitors and is committed to creating a diverse and inclusive culture where everyone is treated with respect. REPERCUSSION THEATRE is also committed to providing a work environment that is free from all forms of harassment, discrimination, intimidation, and workplace violence.

This Respect in the Workplace Policy (the “Policy”) tells you what you should do if you experience harassment or discrimination in any form at work, or any place where REPERCUSSION THEATRE’s activities are conducted, or if you become aware of a harassing or discriminating situation affecting another member of REPERCUSSION THEATRE.

Due to the demands of our industry and evolving law, REPERCUSSION THEATRE reserves the right to review and revise this Policy at any time, in which case employees will be provided with an updated version.

## **2. Scope**

The present Policy applies to all of REPERCUSSION THEATRE’s employees, contractors (including actors and crew members), volunteers, board of directors, and to third parties, such as suppliers to REPERCUSSION THEATRE (collectively referred to herein as “members”) of REPERCUSSION THEATRE. This Policy extends to all REPERCUSSION THEATRE activities and relationships maintained by members in connection with their work, including those that happen in the office and on tour including in the following locations and contexts:

- workplaces;
- common areas;
- rehearsals, workshops, and shows;
- any other place where people must be in the course of their employment (e.g. meetings, training, travel, social activities organized by the employer);
- communications by any means, technological or otherwise.

Management will treat any complaint that falls within the scope of this Policy seriously and with discretion.



### **3. Definition**

#### **3.1 Workplace Harassment**

The [Act respecting labour standards](#) defines psychological harassment as follows:

"Vexatious conduct manifested either by repeated behaviours, words, actions or gestures, which are hostile or unwanted, which violates the dignity or psychological or physical integrity of the employee and which results in a harmful work environment for the employee. For greater certainty, psychological harassment includes such conduct when it manifests itself in such sexual words, acts or gestures. A single serious conduct may also constitute psychological harassment if it causes such damage and has a continuous harmful effect on the employee."

Workplace harassment does not include reasonable action taken by REPERCUSSION THEATRE or by an immediate supervisor in the management and direction of employees or contractors of REPERCUSSION THEATRE, including but not limited to, distribution and assignment of tasks or workload, monitoring attendance, managing performance and implementing administrative or disciplinary measures.

#### **3.2 Discrimination**

For the purposes of this Policy, discrimination is any form of unequal or differential treatment, whether intentional or not, based on race, colour, sex, gender identity or expression, pregnancy, sexual orientation, civil status, age except as provided by law, religion, political convictions, language, ethnic or national origin, social condition, disability or any other ground prohibited by applicable law.

#### **3.3 Our Policy**

REPERCUSSION THEATRE does not tolerate or admit any form of harassment or discrimination within its company. Any harassing or discriminatory behaviour may result in disciplinary action up to and including dismissal.



#### **4. Responsibilities of our Members**

It is the responsibility of all members of REPERCUSSION THEATRE to adopt behaviours that promote the maintenance of an environment free of harassment and discrimination.

All members of REPERCUSSION THEATRE are encouraged to report any instance of workplace harassment or discrimination.

Finally, all members of REPERCUSSION THEATRE, including the parties and any witnesses, are expected to cooperate in the investigation of complaints and efforts to resolve them. All members of REPERCUSSION THEATRE are required to keep any information related to the complaint and the investigation strictly confidential.

#### **5. Handling of Complaints and Alerts**

Whenever possible, if you believe that you are being subjected to psychological or sexual harassment, you should first inform the person concerned that their behaviour is undesirable and that they must stop it. You should also record the date and details of the incidents and the steps you have taken to try to resolve the situation.

##### **5.1 Workplace Harassment Prevention Committee**

If communicating directly with the other person will not be enough, or if you feel uncomfortable to deal with that person directly or if, having tried the direct approach, you are not satisfied that the conduct has stopped, you should discuss the conduct with any member of the Workplace Harassment Prevention Committee of REPERCUSSION THEATRE (the "**Committee**"), whose members are set out below:

- ⇒ Linnea Jimison, General Manager  
[info@repercussiontheatre.com](mailto:info@repercussiontheatre.com)
- ⇒ Amanda Kellock, Artistic and Executive Director  
[ad@repercussiontheatre.com](mailto:ad@repercussiontheatre.com)
- ⇒ Natalka Haras, Board Member  
[natalka.haras@gmail.com](mailto:natalka.haras@gmail.com)



## **5.2 Equity members**

A member of the Canadian Actors' Equity Association (CAEA, or "Equity") may contact a Respectful Workplace Advisor (RWA), a trained Equity staff member who can provide informed and supportive strategies for addressing questions and concerns related to harassment. Speak with an RWA at 1-800-387-1856.

## **6. Principles of Intervention**

REPERCUSSION THEATRE undertakes to handle any complaint or report as soon as reasonably possible and strive to preserve the dignity and privacy of the persons concerned, including the person who made the complaint (the complainant), the person who is the subject of the complaint (the respondent), and the witnesses.

Once you engage a member of the Committee with your concern, the member of the Committee will clarify the options available to you and assist in trying to resolve the situation on an amicable basis should you wish to do so. The member of the Committee you speak to will also ask you for details of what happened, will make sure that you understand the Policy and discuss informal methods that may be available to achieve an effective, timely, and confidential resolution of your concerns, as well as the formal complaints process.

After your discussion with a member of the Committee, you may wish to have the Committee member address the offending conduct with the other person, to accompany you should you choose to speak to the other person directly, or to communicate with them on your behalf. The member of the Committee will complete this informal resolution procedure as soon as possible and will discuss with you the proposed time frame.

You may also ask the member of the Committee to arrange for mediation between you and the other person. Mediation should be considered in appropriate circumstances. It may come before a formal investigation. Both the complainant and respondent, as well as the Committee, must agree that the mediation is appropriate in the circumstances for it to proceed.

You can file a formal complaint with any member of the Committee at any time. The Committee will ensure that all complaints are investigated promptly (whether by a member of the Committee or by an external party) and in a confidential manner (subject to any legal obligations) while striving to respect and protect the privacy and dignity of all persons involved.



The Committee can always determine, in its discretion, that a matter requires investigation, without having to seek consent of any of the parties involved.

Following the investigation, the responsible Committee member will report on the findings to management of REPERCUSSION THEATRE. Management will then decide what remedies, disciplinary action and other measures, if any, should be taken to resolve the situation. Preventative measures may be recommended even if there is no finding of harassment, discrimination or violence.

The Committee will inform the persons concerned of the outcome of the investigation. Once again, the parties involved are required to keep any information relating to the complaint and investigation, including the outcome, strictly confidential.

No one shall be prejudiced or subject to reprisals for having raised a good faith concern or complaint with the Committee, or for their participation in the investigation .

## **7. Additional Information**

Any questions about this Policy may be directed to the Committee at any time.

A handwritten signature in black ink that reads "Linnea Jimison".

Linnea Jimison, General Manager  
Repercussion Theatre

March 24, 2020



## **8. Agreement**

I acknowledge that I have received a copy of this Policy and that I have read and understood it. I understand it is my responsibility to follow the Policy and to get clarification on any items that I do not understand. I understand that REPERCUSSION THEATRE reserves the right to make changes to the Policy at any time.

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*Print name*

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*Signature*

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*Date*