

## Code of Conduct Overview

Outside the March creates unforgettable immersive encounters—redefining the experience of theatre for a new generation of audiences. We strive to apply this inclusive vision to every part of the organization: on stage, in rehearsal, in our office and everywhere in between. Every member of our company should be treated with respect and dignity as they contribute to our mutual artistic mission.

Creating a healthy work environment means active communication between company members; fostering diversity in all our operations; working collectively to combat bias and stereotypes of all kinds; and encouraging clear, unambiguous, reciprocal consent in all workplace activities. Our aim is for these values to inform all of our company members’ decisions. We want this commitment to go beyond written policy and we also recognize that this is an ongoing, imperfect process.

Our complete Code of Conduct includes our Code of Conduct Policy, the Reporting Process, and the Reporting Form, all of which can be found at [outsidethemarch.ca/join-us/workwithotm/](https://outsidethemarch.ca/join-us/workwithotm/). Company members must read the entire Code of Conduct before signing the Overview.

If you’ve experienced or witnessed harassment or discrimination at Outside the March, here’s a summary of what you can do:

*Step 0 – Maintain a proactively inclusive, safe work environment.*

We encourage all our company members to uphold the above values and to be open, honest and proactive about their boundaries and level of comfort with any work-related activity.

*Step 1 – Attempt Direct Conflict Resolution*

Communicate. You can be your own advocate in creating a healthy work environment, though you’re not obliged to do so, especially if it could lead to safety risks or the escalation of the harassment or discrimination in question.

*Step 2 – Consultation and Information*

Talk with OtM’s Managing Producer, Safe Workplace Rep., Artistic Director, Board Member Jasmine Spei, or your Stage Manager (if you’re working on a show). They may take notes – you should too. Taking this step doesn’t mean you’re submitting a complaint; conversely, you can skip straight to submitting a complaint without taking this step.

*Step 3 – Submit a complaint*

- A. You can fill out our online reporting form here: [outsidethemarch.ca/reportingform](https://outsidethemarch.ca/reportingform)  
OPTION: If you need to tell us something and don’t want to be involved further, you have the option to submit anonymously. Please note that while providing for the sake of the complainant’s safety, submitting anonymously reduces the company’s ability to help the complainant and pursue consequences if there’s been a Code violation.
- B. Our Managing Producer and Safe Workplace Rep. will set up a conversation with the complainant that will inform the next steps. If your complaint is about the Managing Producer or the Artistic Director, the Safe Work Rep. may decide to hire a third party to manage the complaints process.

*Step 3.1 – Formal Mediation*

At any point in the complaint process, the complainant and respondent may be offered the opportunity for mediation.

*Step 3.2 – Investigation*

The Managing Producer and Safe Workplace Rep. or a third party will conduct an investigation to see if the Code of Conduct was violated.

*Step 3.3 – Outcomes*

If there was a violation of our Code of Conduct, a range of consequences, ranging from an apology to education and training to termination could be decided by the Managing Producer and Safe Workplace Rep with best efforts to take the complainant’s goals into account.

Have questions? Get in touch:

Managing Producer, Katherine Devlin Rosenfeld: [katherine@outsidethemarch.ca](mailto:katherine@outsidethemarch.ca)

Artistic Director, Mitchell Cushman: [mitchell@outsidethemarch.ca](mailto:mitchell@outsidethemarch.ca)

Safe Workplace Representative, Eloise Ballou: [eloiseballou@gmail.com](mailto:eloiseballou@gmail.com)

Board Member, Jasmine Spei: [jasmine.spei@gmail.com](mailto:jasmine.spei@gmail.com)

**Code of Conduct Declaration**

I, \_\_\_\_\_, have read, understood and hereby agree to abide by Outside the March’s complete Code of Conduct. I understand that adhering to the Code of Conduct is a condition of my employment or volunteer work and that a violation of the Code may be grounds for dismissal as a volunteer or termination as an employee.

\_\_\_\_\_ Date

\_\_\_\_\_ Company Member Signature