

Code of Conduct Policy

See also:

Code of Conduct Reporting Process: outsidethemarch.ca/join-us/workwithotm/

Online Reporting Form: outsidethemarch.ca/reportingform

Outside the March creates unforgettable immersive encounters—redefining the experience of theatre for a new generation of audiences. In our artistic and operational work, and in every facet of our organization, we are guided by the core values of curiosity, connection, thrills, immersion and care. In order for the first four values to flourish, it is paramount that the final one, care, is employed at every juncture, and by every team member. It is only by us all working together to create a care-filled, respectful and safe environment, that everyone can feel free to explore their own curiosities, forge connections, experience the thrills of the process, and fully immerse themselves in the work.

We strive to apply this 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, stereotypes, and discrimination 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 while recognizing that this is an ongoing, imperfect process.

The following lays out OtM's anti-harassment and non-discrimination policy. If you have questions, comments or concerns about this policy statement you can always contact our Managing Producer Katherine Devlin Rosenfeld (katherine@outsidethemarch.ca) or use our online reporting form at outsidethemarch.ca/reportingform.

Under the Ontario Human Rights Code, every person has the right to be free from harassment and discrimination. Harassment and discrimination will not be tolerated, condoned or ignored at Outside the March. If and when a claim of harassment or discrimination is proven, disciplinary measures will be applied, up to and including termination of employment.

Outside the March is committed to a comprehensive strategy to address harassment and discrimination, including:

- regularly reviewing processes and ways of working in relation to discrimination and harassment;
- providing an effective and fair complaints procedure;
- promoting appropriate standards of conduct at all times.

This Code and the Artistic Process

The nature of our work, both in rehearsals and performance, presents unique environments in relation to this Code. Staged physical interactions (intimacy, stage fighting and any kind of physical contact) and other kinds of interactions between company members create

environments where company members must work in close physical proximity and emotionally dynamic situations. Outside the March is committed to maintaining a safe, open and professional workspace, both on and off stage. Managers and company leadership, including executive staff, Board members, directors, department heads and other supervisors have a responsibility to actively encourage and uphold this commitment.

Policy Objectives

The objectives of this policy are to make sure that all company members are aware that harassment and discrimination are unacceptable practices and are incompatible with the values and culture at Outside the March.

Application

Outside the March company members are defined as all employees (including full-time, part-time, temporary, probationary, casual and contract and independent contract staff), clients, Board members, associates, volunteers and stakeholders of any kind.

It is also unacceptable for company members to engage in harassment or discrimination when dealing with clients, or with others, they have professional dealings with, such as staff or volunteers of partner organizations, audience members and service providers.

This policy applies at every level of the organization and to every aspect of the workplace environment and employment relationship, including recruitment, selection, promotion, transfers, training, salaries, benefits and termination. It also covers rates of pay, overtime, hours of work, holidays, shift work, discipline and performance evaluations.

This policy also applies to events that occur wherever the company conducts business such as rehearsals, performances, festivals and other company events.

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

- Age
- Creed (religion)
- Sex
- Pregnancy and breastfeeding
- Sexual orientation
- Gender identity
- Gender expression
- Family status (parent or childless)
- Relationship status (including monogamous, non-monogamous, 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 injuries and any form of mental, physical, developmental or learning disabilities or disorders)
- Race

- Ancestry
- Place of origin
- Ethnic origin
- Citizenship
- Colour
- Record of offences (criminal conviction for an 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

*Outside the March acknowledges that there are specific circumstances in which those who do not pass a vulnerable sector check are unable to work on specific projects with minors involved

Definitions

The following behaviour is prohibited:

Discrimination: means any form of unequal treatment based on a Code ground, whether imposing extra burdens or denying benefits. It may be intentional or unintentional. It may involve direct actions that are discriminatory on their face, or it may involve rules, practices or procedures that appear neutral, but disadvantage certain groups of people. Discrimination may take obvious forms, or it may happen in very subtle ways. Even if there are many factors affecting a decision or action, if discrimination is one factor, that is a violation of this policy.

Harassment: means a course of comments or actions that are known, or ought reasonably to be known, to be unwelcome. It can involve words or actions that are known or should be known to be offensive, intimidating, embarrassing, humiliating, degrading or demeaning. Harassment includes behaviour based on a ground of discrimination identified by this policy or may include any other form of behaviour, including bullying, that a person knew or reasonably ought to have known would be unwelcome.

Usually, harassment can be easily distinguished from normal, mutually acceptable socializing. It is important to remember that it is the perception of the receiver that determines whether the potentially offensive behaviour is welcome or not, be it spoken, written, gestural, pictorial or through some other form of communication. Outside the March recognizes that physical, emotional or psychological coercion (including power imbalances) can preclude clear, unambiguous consent to behaviour.

Examples of harassment include:

- Epithets, remarks, jokes or innuendos related to a person’s race, gender identity, gender expression, sex, disability, sexual orientation, creed, age, or any other ground;
- Posting or circulating offensive pictures, graffiti or materials, whether in print form or via e-mail, text or other electronic means;
- Singling out a person for humiliating or demeaning “teasing” or jokes, either because they are a member of a Code-protected group or otherwise;

- Comments ridiculing a person because of characteristics that are related to a ground of discrimination. For example, this could include comments about a person's dress, speech or other practices that may be related to their sex, race, gender identity or creed;
- Belittling, demeaning or patronizing language, in person or via e-mail, text or other electronic means.
- 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 acceptable. The behaviour could still be considered harassment under this Code.

Race and ethnicity-based harassment is a manifestation of racism. Racism is prejudice, discrimination, or antagonism directed against a person or people on the basis of their membership in a particular racial or ethnic group, typically one that is a minority or marginalized, based on the belief that any ethnicity is superior.

Disability-based harassment is the manifestation of ableism. Ableism is the discrimination of and social prejudice against people with disabilities based on the belief that typical abilities are superior.

Sexual and gender-based harassment involves engaging in a course of vexatious comment or conduct 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, based on the belief that one identity is superior.

Sexual Solicitation: this policy prohibits sexual solicitations or advances by any company member 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. To clarify further, all staff, artists, actors, and creative team are considered to be in a position to grant or deny a benefit to any person working with Outside the March as a mentee or in a primarily learning capacity (this includes: Interns, mentees, students); Therefore, no company members may sexually solicit, or have any kind of romantic or sexual involvement, with any person who works with the company primarily in a learning capacity.

Poisoned environment: a poisoned environment is created by comments or conduct (including comments or conduct that are condoned or allowed to continue when brought to the attention of management) that create a discriminatory, humiliating or intimidating work environment. The comments or conduct need not be directed at a specific person and may be from any person, regardless of position or status. A single comment or action, if sufficiently serious, may create a poisoned environment.

Roles and Responsibilities

All company members are expected to uphold and abide by this policy by refraining from any form of harassment or discrimination and by cooperating fully in any investigation of a complaint.

Company executive staff, department heads and members in positions of authority have the additional responsibility to act immediately on observations or allegations of harassment or discrimination. Supervisors are responsible for creating and maintaining a harassment- and

discrimination-free organization and should address potential problems before they become serious.

Condoning

If a person in authority knows, or should reasonably have known, that discrimination or harassment may have occurred and fails to take appropriate action, the person in authority may be found to have condoned the discrimination or harassment and may be subject to sanctions under this policy.