



Workplace and/or Sexual Harassment Policy

The Citadel Theatre endeavours to provide a safe and healthy environment for those working on its premises, its patrons and third party contractors. Workplace and sexual harassment will not be tolerated.

Definition of Employee

In this document "employee" is defined as a person who is in the employ of the Citadel Theatre in the position of a wage earner, contractor or volunteer. Contractor includes all persons who have entered in a contract with the theatre and includes, but is not limited to, artists, designers, Foote Theatre School ("FTS") teachers and rental clients.

Definitions of Workplace and Sexual Harassment

Workplace harassment includes objectionable conduct, which may create an intimidating, offensive, or hostile work environment such that an employee's work performance is adversely affected, or that interferes and undermines an individual's employment relationship or that denies an individual the respect, and dignity they deserve. It includes any behaviour which is known, or which should be reasonably known, to be unwelcome.

Workplace harassment may include:

- Written or verbal abuse or threat
- Unwelcome remarks, jokes, innuendos, taunting or degrading comments about a person's race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation of that person
- Displays of racist or other offensive or derogatory pictures
- Name calling, racial or ethnic slurs
- Practical jokes, pranks or mischievous conduct which may cause awkwardness or embarrassment

Sexual harassment includes unwanted sexual advances, unwanted requests for sexual favours, and other unwanted verbal or physical conduct of a sexual nature which might reasonably be perceived as placing a condition of a sexual nature on new or continued employment, work assignment, or on any opportunity for training, development or advancement.

Sexual harassment may include:

- Unwelcome sexual remarks, jokes, innuendos or taunting regarding a person's appearance, body, attire, age or marital status
- A sexual advance or solicitation made by an individual who is in a position to grant or deny benefit or advancement
- Expressed or implied promise of reward for complying with a sexual oriented request or actual or threatened reprisals against an individual who has rejected a sexual advance
- Unwanted sexual attention of an abusive or persistent nature, or intimidating invitations or requests with sexual overtones, whether expressed or implied
- Comments unduly emphasizing gender
- Unwanted physical advances and contact such as touching, patting or pinching, or leering or other gestures of a sexual nature
- Unwelcome displays of pornographic, derogatory or offensive pictures, materials or graffiti of a sexual nature

Sexual harassment may occur between any two or more people. The behaviour need not be intentional in order to be considered sexual harassment. Sexual harassment is illegal under the provisions of the *Alberta Human Rights Act*.

What Can You Do About Workplace and/or Sexual Harassment?

If you feel you are being harassed:

1. Tell the alleged offender (with a witness present) that the harassing behaviour is unwelcome and unacceptable and must be stopped.
2. Keep a written record of incidents, dates, times, locations, possible witnesses and your response to the harassment. You do not have to have a record to make a complaint, but a record can strengthen your case and help you remember details over time.
3. If the behaviour continues, make a complaint by reporting the situation (in order of escalation) to your Manager, the Executive Director, the Chair of the Board of Directors, or your Union Representative. Although it is our desire to address these matters expediently and at the earliest opportunity possible, if you do not feel comfortable approaching any of the persons above, you are not required to address them in the order provided and at all times may avail yourself of whatever remedies are otherwise available to you. In making a complaint, you should establish:
 - a) Who the alleged offender is and a description of the offensive behaviour
 - b) When the incident(s) took place
 - c) The surrounding circumstances
 - d) Other people, including witnesses, who may assist in defining the incident.
 - e) When you told the alleged offender that the behaviour must be stopped, and the name of the witness(es) present

Dealing With A Complaint

1. Once a complaint is received it will be kept strictly confidential insofar as legally possible. An investigation will be undertaken in an expedient fashion, and necessary steps taken to resolve the problem. If a complaint is filed through a union as a grievance, a meeting will be held with the union representative before and after the investigation.
2. Both the complainant and the alleged harasser will be interviewed, as well as any individuals who may be able to provide relevant information. All information will be kept in confidence.
3. If the investigation reveals evidence to support the complaint of harassment, the harasser will be disciplined appropriately. Discipline may include suspension or dismissal, and the incident will be documented in the harasser's file. No documentation will be placed on the complainant's file, whether the complaint is upheld or not.
4. If the investigation fails to find evidence to support the complaint, there will be no documentation concerning the complaint placed in the file of the alleged harasser.
5. Regardless of the outcome of a sexual harassment complaint made in good faith, the employee lodging the complaint, as well as anyone providing information will be protected from any form of retaliation by either co-workers or superiors. This includes dismissal, demotion, unwanted transfer or denial of opportunities within the company, or harassment of an individual as a result of his/her having made a complaint or having provided evidence regarding the complaint.

6. Where the complaint is made in bad faith or found to be frivolous, vindictive or made for the purpose of embarrassing the alleged offender, the complainant may be subject to disciplinary action up to and including termination for just cause.

Responsibility of Management

It is the responsibility of the Executive Director, Department Manager, Chair of the Board of Directors or Union Representative in the company to take immediate and appropriate action to report or deal with incidents of harassment of any type whether brought to their attention or personally observed. Under no circumstances should a legitimate complaint be dismissed or downplayed nor should the complainant be told to deal with it personally.

The Citadel Theatre wants to provide a safe and healthy work environment. Harassment will not be tolerated within this organization.

Additional Rights

You have the right to contact the Alberta Human Rights Commission to file a complaint of harassment, and, if circumstances warrant it, a charge of assault may be filed with the police. A complaint must be filed with the Alberta Human Rights Commission within 12 months of the alleged incident.

Alberta Human Rights Commission

Northern Regional Office

Confidential Inquiry Line 780-427-7661

To call toll-free within Alberta, dial 310-0000 and then enter the area code and phone number.

TTY service for persons who are deaf or hard of hearing

Toll-free within Alberta 1-800-232-7215

Alberta Human Rights Commission
Northern Regional Office
800 Standard Life Centre
10405 Jasper Avenue
Edmonton, AB T5J 4R7
Phone (780) 427-7661
Fax (780) 427-6013