



DISCRIMINATION AND HARASSMENT POLICY

It is Talk Is Free Theatre's (TIFT) policy to provide an environment that is conducive to productivity, where the dignity of the individual is respected and there is freedom from discrimination, harassment and violence.

- Every person is entitled to an environment free of harassment, discrimination and violence.
- TIFT will make every reasonable effort to ensure that no one involved in TIFT's activities, in any capacity, is subjected to harassment, discrimination, or violence.
- TIFT will take disciplinary action against any person who subjects any other person to harassment, discrimination or violence. This may include termination of your relationship and involvement with TIFT. If you are an employee of TIFT, this may include termination of your employment with cause.

DEFINITIONS:

Harassment Generally

Harassment means being subjected to intimidation or unwelcome verbal or physical contact related to the grounds of discrimination prohibited by both provincial and federal Human Rights Legislation. These grounds include race, colour, creed, ancestry, place of origin, religion, marital status, gender identity or expression, physical or mental disability, age, sex, sexual orientation, and other grounds.

Harassment is any conduct, comment, gesture or contact of a nature that:

- is likely to cause offense or humiliation to any person
- might, on reasonable grounds, be perceived by that person as placing a condition on employment, work assignment or on any opportunity

- has the purpose or effect of interfering with work performance and/or creating an intimidating, hostile or offensive work environment.

TIFT may not consider the following as examples of harassment and discrimination:

- allocating work, unless a single individual is repeatedly assigned meaningless or dirty jobs that are not part of their normal duties
- following up on work absences
- requiring performance to job standards
- taking disciplinary measures unless there are threats, intimidation or retaliation against an individual who has expressed a concern about a perceived unethical or illegal behavior
- a single or isolated incident such as an inappropriate remark or abrupt manner
- exclusion of individuals for a particular job based on specific occupational requirement necessary to accomplish the safe and efficient performance of the job
- measures taken against someone who is careless in their work, such as in the handling of confidential documents
- a social relationship welcomed by both individuals
- friendly gestures among co-workers, such as a pat on the back

Racial or Ethnic Harassment

Racial and Ethnic Harassment can be:

- displaying of racist, derogatory or offensive picture or materials
- unwelcome remarks, jokes, innuendoes or taunting about a person's racial or ethnic background, colour, birthplace, religion, citizenship or ancestry
- refusing to converse or work with an employee because of their racial or ethnic background
- insulting gestures or practical jokes based on racial or ethnic grounds which cause embarrassment, awkwardness or humiliation.

Sexual Harassment

Sexual harassment is any unsolicited behavior or conduct of a sexual nature that the harasser knows, or should know, is unwelcome and unwanted, and which undermines the various relationships between individuals involved with TIFT in their various capacities. With respect to the work and employment relationships that exist within TIFT, the conduct described in this policy would have a negative effect on job performance and productivity. Works involving nudity or scenes of a sexual nature shall be conducted in conformance with ITA (Independent Theatre Agreement) procedures.

Sexual harassment may include, but is not limited to:

- unwelcome remarks, jokes, innuendo or taunting of a sexual nature about a person's body, attire, age, marital status, sexual orientation or personal relationships
- unwelcome or intimidating invitations or requests with sexual overtones, whether indirect or explicit
- leering or other gestures
- unwelcome physical contact such as touching, petting or pinching
- unwelcome display of objects or pictures of a sexual nature
- unwelcome sexual advances, request for sexual favours, or other verbal or physical conduct of a sexual nature
- unwelcome social invitations with sexual overtones or flirting with a subordinate.

The Board's Responsibility

The Board's responsibility is to ensure that this policy is communicated, complaints are handled with sensitivity, that the harassment ceases and any required remedial action is taken as quickly as possible upon the Board learning of it in writing. The Ontario Human Rights Code is very clear in stating that a person who has the authority to prevent or discourage sexual or racial harassment is

considered responsible for failing to exercise the authority to do so. It is the responsibility of the Board to see that harassment does not occur and to ensure protection for any person from retaliation for having made a good faith complaint.

The Board has established a Human Resources Committee to deal with these issues. TIFT recommends anyone who experiences or witness's discrimination and/or harassment should contact the Chair of the HR Committee in writing and not discuss the matter with anyone else so that a proper investigation can occur. Members of Canadian Actors Equity Association (Equity) can also initiate a complaint through Equity; information can be found online at www.caea.com/EquityWeb/MemberServices/not-in-our-space.com.

TIFT HR Chair can be contacted at hrchair@tift.ca.

I affirm that I have read this policy and understand its content.

Signature

Date

Print Name