

CODE OF CONDUCT OVERVIEW

Outside the March creates memorable communal experiences for all audiences, with an emphasis on including those who may not normally find themselves at the theatre. 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 and be free to contribute to our ongoing 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 while recognizing that this is an ongoing, imperfect process.

Our complete Code of Conduct includes the following documents, which can be found at outsidethemarch.ca/the-mission:

- **Code of Conduct Policy**
- **Reporting Process**
- **Reporting Form**

Have questions? Get in touch:

Board of Directors Safe Workplace Representative Eloise Ballou: eloiseballou@gmail.com

Managing Producer Katherine Devlin Rosenfeld: katherine@outsidethemarch.ca.

Artistic Director Mitchell Cushman: mitchell@outsidethemarch.ca

Code of Conduct Declaration

I, _____ have read, understood and 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.

Volunteer/Employee Signature

Date

Outside the March

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 & Information

Talk with OtM's Managing Producer, Board Rep., Artistic Director or your Stage Manager (if you're working on a show). They may take notes – you should too. This is a good way to get more information about our Code of Conduct and the reporting process. 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

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 provided for the sake of the complainant's safety, submitting anonymously prevents the company from directly helping the complainant and severely reduces the company's ability to pursue consequences if there's been a Code violation.

- B. Our Managing Producer and Board Rep. will set up a conversation with the complainant that will inform next steps.
- C. If your complaint is about the Managing Producer or the Artistic Director, the Board 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 Board Rep. or a third party will conduct an investigation to see if there was a violation of OtM's Code of Conduct.

STEP 3.3 Outcomes

Based on the investigation, the Managing Producer and Board Rep will determine 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 Board Rep with best efforts to take the complainants wishes into account.

Complete Code of Conduct at **outsidethemarch.ca/the-mission**.

Contacts: Board Safe Workplace Rep. Eloise Ballou
eloiseballou@gmail.com

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Artistic Director Mitchell Cushman
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