

## **WCT CODE OF CONDUCT**

The code of conduct serves as the basis for how we work together at WCT.

At WCT we encourage a casual workplace environment, while maintaining professional and productive working relationships with colleagues at all times. We expect staff to always conduct themselves with courtesy and respect for others. We hold ourselves and each other accountable to this principle both within the organisation, and externally, with community members, volunteers, and the guest artists we invite into our space. We recognize that a professional non-profit theatre company succeeds best by building and maintaining strong working relationships that foster openness, creativity and trust. We consciously work to protect those relationships with our colleagues and with the larger community on whose support we depend.

WCT reserves the right to amend this policy from time to time. At minimum, this policy will be reviewed on an annual basis.

### **Human Rights**

Western Canada Theatre is bound by the BC Human Rights Code, which states that every person has a right to freedom from discrimination in areas of services, facilities, accommodation, and employment. Accordingly, personal harassment and bullying are not acceptable or tolerated in this workplace.

The full code can be found here:

[https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/00\\_96210\\_01](https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/00_96210_01)

### **Agreements with Partners**

WCT partners with professional organisations representing artists and other contract workers such as Canadian Actors Equity Association (CAEA), Canadian Institute of Theatre Technology (CITT), Associated Designers of Canada (ADC), and Playwrights Guild of Canada (PGC). When required, we work with these organisations to facilitate resolution of incidents of discrimination and harassment, and in keeping with provisions found in collective agreements, where they exist. These agreements may amend or supersede the provisions found within this policy.

### **Commitment to EDIA**

The Board and Leadership are committed to an anti-racism and anti-discrimination policy, operating on principles of EDIA (Equity, Diversity, Inclusion & Access). As an organization, we consider principles of EDIA in all hiring decisions. We use inclusive and respectful language in all our interactions, including addressing people with preferred pronouns. This mandate extends to all staff, artists and contractors working with us.

WCT has a practice of identifying our pronouns in our email footers and as part of our printed/displayed names.

## Definitions

**Abuse of Authority:** the misuse of power by a person in authority, often with the intent of oppressing or maintaining control over someone in a junior position. This can include unreasonable punishments and/or promises of favourable treatment as a reward for compliance. In general, direction from management or leaders of a creative team are not considered an abuse of power.

**Discrimination:** the differential treatment of an individual based upon one or more of the following prohibited grounds;

- Race
- Ancestry
- Place of origin
- Colour
- Gender
- Sexual orientation
- Religion
- Physical or mental disability
- Age
- Marital status
- Political belief
- Family status
- Record of offences (not related to employment)

**Harassment:** behaviour that is known or ought reasonably to be known to be unwelcome. Harassment acts to humiliate or disparage someone, denying the dignity of an individual. Harassment may create a poisoned or negative work environment. Usually harassment involves an ongoing course of conduct or recurrent comments, but there are behaviours, such as sexual touching, when one incident is sufficient to be considered as harassment.

**Sexual Harassment:** is a form of discrimination and includes any unwelcome comment or conduct of a sexual nature that may detrimentally affect the work environment or lead to adverse job-related consequences for the victim. The prohibited conduct, as determined by a reasonable person, may be verbal, non-verbal, physical, deliberate or unintended.

**Personal Harassment/Bullying:** is excessive, unwelcome behaviour, directed at an individual, not linked to the prohibited grounds, which is known or ought reasonably to be known to be unwelcome/unwanted, offensive, intimidating, hostile or inappropriate. Bullying includes behaviour or verbal comments that could isolate a person in the workplace and cause mental distress. It involves a repeated pattern of behaviour that is intended to intimidate, offend, degrade or humiliate a particular person or group of people. It can also be described as the assertion of power through aggression.

**Violence:** is any act or threat (communicated verbally or in writing) of physical violence, harassment, intimidation, or other threatening disruptive behaviour. It can be personal or targeted against a specific group. It ranges from threats and verbal abuse to physical assaults and even homicide. The definition of violence is broad enough but not limited to include acts

that would constitute offences under Canada's Criminal Code. Workplace violence can affect and involve employees, contract workers, clients, customers and visitors.

**Poisoned or Negative Workplace Environment:** Behaviour such as insults and jokes relating to one of the prohibited grounds, though not directed at anyone in particular, have the effect of creating or maintaining an offensive, hostile or intimidating climate. It should be noted that a person does not have to be a direct target to be adversely affected by a negative environment.

## REPORTING PROTOCOL

WCT maintains an open door policy for reporting incidents and complaints. Any individual who believes that they are the target of, or have witnessed, workplace harassment, discrimination and/or violence is encouraged to report their concerns as soon as is safe and possible after the incident occurs. The company will treat all staff, contract workers, visiting artists, board members, patrons, donors, volunteers and clients with the same level of respect. We encourage you to begin by taking the most appropriate route of the three offered here:

1. **TALK TO THEM DIRECTLY** - In some situations, a complainant may feel comfortable addressing the situation directly by explaining to the offending party why their joke, comment or conduct is unwelcome, and asking them to stop.
2. **TALK TO YOUR SUPERVISOR** - Should the complainant not feel safe or comfortable addressing the offender directly (or should the conduct persist), the complainant should report the matter to their immediate supervisor. *If you feel your personal safety is at risk please speak up immediately.*
3. **TALK TO LEADERSHIP** - Conflict regarding the conduct of your immediate supervisor may be brought to executive leadership.

Kelli Fox, Artistic Director - [kfox@wctlive.ca](mailto:kfox@wctlive.ca)

Matt Eger, Executive Director - [matt@wctlive.ca](mailto:matt@wctlive.ca)

Conflict regarding the conduct of executive leadership (the Artistic Director or the Executive Director) may be brought to the board's designated ombudsperson.

Sunnie Rothenburger, Board Vice President - [vicepresident@wctlive.ca](mailto:vicepresident@wctlive.ca)

- All correspondences and files pertaining to the complaint will be kept strictly confidential, and will only be shared with the relevant reporting parties. Any actions that are deemed illegal under Canada's Criminal Code will be reported to the relevant legal authorities.
- WCT may choose to intervene in situations without a reporting individual (eg, if a member of management observes inappropriate behaviour taking place, that member of management may choose to take action without a report being received).

- Once a complaint is reported the direct supervisor (or whoever received the complaint) will notify at least one member of the Executive leadership and/or when appropriate the designated board ombudsperson. Action will be taken swiftly to address the complaint. The first step will be to approach the accused to inform them of the report, and to ask for their account. The second step (which may happen concurrently with the first) will be to ask any witnesses to report on what they observed in regard to the accusation.
- Once reports from all parties have been received and considered a determination will be made regarding any action required. The action can range from a warning, all the way to termination in cases of particularly egregious or persistent offensive behaviour.
- No retaliatory action will be taken in response to any complaint registered.
- WCT Guest Service Standards (for front facing employees): All Western Canada Theatre staff have the right to professional, courteous treatment by all who interact with them, and the right to refuse service should they feel mistreated or disrespected in their workplace. Please refer to the guidelines specific to your department. WCT will respond to all instances of rude or violent behavior exhibited towards our staff or volunteers.