

## **COURTENAY LITTLE THEATRE SOCIETY RESPECTFUL WORKPLACE POLICY AND PROCEDURES**

Courtenay Little Theatre Society (“CLT”) operates as a non-profit charitable organization that is committed to providing a respectful, ethical and safe environment in all locations where work is being conducted or performed. CLT has pledged to a workplace that fosters openness and acceptance; acts of discrimination, any form of harassment, or acts or threats of violence will not be tolerated. All reports of any form of harassment, violence or discrimination will be taken seriously.

### **Purpose**

It is the primary objective for all associated with our theatre to ensure the working environment:

- promotes a positive, respectful and harmonious experience
- complies with *British Columbia’s Human Rights Code* and *Workers Compensation Act* requirements.
- sets high standards of service integrity, minimizes discord and promotes the effective resolution of conflicts.

### **Scope**

The policy applies to all CLT members, volunteers, contractors, staff and guests. The conduct prohibited by this policy specifically includes, but is not limited to discrimination, violence, or harassment by any means - verbal/nonverbal, written and/or digital, including electronic and social media communication.

### **Limits**

The policy does not apply when expressing differences of opinion, offering constructive feedback (guidance, or advice about work-related behaviour and performance) or providing reasonable direction to an individual in order to have the person improve his or her performance.

### **Expectations**

CLT members, volunteers, contractors, staff and guests are expected to:

- treat one another and the public with dignity, respect and openness
- act with honesty and integrity
- observe high standards of conduct
- conduct themselves in a manner that reflects positively on the public image, fully supports our mission/mandate and is in the best traditions of CLT.

### **Confidentiality**

CLT understands that it is difficult to come forward with a complaint of bullying, harassment, sexual harassment or discrimination. CLT will maintain confidentiality except as necessary to protect its members, investigate complaints and take corrective action or as otherwise required by law. Those involved in the investigation, including witnesses, will be advised that all information discussed during the proceedings will, to the extent possible, be handled discreetly in order to ensure a fair process for all parties involved.

## **Anonymity**

Confidentiality does not mean anonymity. It may be possible, in some circumstances, to maintain the anonymity of a party to a complaint. However, a fundamental principle of fairness in complaint proceedings is that the respondent must be able to knowledgeably address the details of a complaint, and that will likely involve informing them of the identity of the complainant.

## **Procedure for Addressing Concerns/Complaints**

CLT recognizes that individuals who experience or observe discrimination, harassment, or violence may be reluctant to report same.

CLT will not retaliate in any way against anyone who files a complaint in good faith or who acts as a witness in good faith relative to a complaint.

CLT prohibits retaliation by anyone against another individual who makes a complaint in good faith or acts as a witness. Anyone who retaliates may be subject to discipline, up to and including dismissal for cause. Any, and all members bearing witness to bullying, harassment or discrimination are asked to document the incident and report it to the CLT Board of Directors (the "Board").

Those who believe they have experienced harassment, bullying or discrimination should:

- if comfortable doing so, communicate disapproval in clear terms to the person(s) engaging in the unwelcome behaviour and request that the behaviour cease (this is not a mandatory first step, and no member should feel pressured to confront another person if they are not comfortable doing so)
- if the complainant is not comfortable with addressing the alleged harasser directly, they should make the issue known to the producer, director or stage manager so this person may act on the complainant's behalf
- if informal attempts to address and resolve the issue are not appropriate (i.e. if the issue involves violence or sexual harassment), or are proving to be ineffective, a formal complaint should be filed with CLT's Safe Workspace Designate
- if the complaint is against a board member, the complaint is to be brought to the producer(s), who will then inform CLT's Safe Workspace Designate
- threats or violence of a serious nature, such as sexual or physical assaults, should be reported by calling 911 immediately. Please notify the Board or CLT's Safe Workspace Designate, as soon as possible afterwards.

## **Withdrawing A Complaint**

A complainant may withdraw a complaint at any stage in the response process. However, CLT may continue to act on the issue identified in the complaint in order to comply with its obligations under law.

### **Definition – Bullying, Harassment and Discrimination**

A worker is bullied and harassed when someone takes an action that he or she knew or reasonably ought to have known would cause that worker to be humiliated or intimidated.

Examples of behaviour or comments that might constitute bullying and harassment include:

- verbal aggression or insults
- calling someone derogatory names
- harmful hazing or initiation practices
- vandalizing personal belongings
- and spreading malicious rumours.

Harassment may also relate to a form of discrimination as set out in federal or provincial human rights legislation, which prohibits discrimination and harassment on the basis of certain protected grounds. Consult the applicable federal and provincial legislation for the specific list of protected grounds.

### **References**

[BC Human Rights Code](#)

[WorkSafeBC](#)

[Canadian Centre for Diversity and Inclusion](#)

[Respectfulartworkplaces.ca/code-of-conduct](https://respectfulartworkplaces.ca/code-of-conduct)

*Adopted by the CLT Board of Directors - February 2020  
This policy statement will be reviewed yearly.*

**Last Review – March 25, 2025**