



The Brockville Theatre Guild

P.O. Box 474, Brockville Ontario K6V 5V6

Code of Conduct & Harassment Policy

The Brockville Theatre Guild engages volunteer members and the public through theatrical and dramatic art events in Brockville and surrounding area and has a responsibility to ensure all activities are conducted in a safe, positive and respectful environment, free from harassment and discrimination.

Policy Objectives

Anyone authorized to conduct any business or participate in any activity of the Brockville Theatre Guild, must treat everyone equally with dignity and respect, and conduct themselves in a manner consistent with the *Ontario Human Rights Code*.

It is incumbent on anyone who witnesses or is advised of any incident which might contravene the *Ontario Human Rights Code* and this Code of Conduct & Harassment Policy, whether directly or indirectly, to actively and safely take measures to stop it from repeating and to report the incident as soon as practical.

Application & Governance

1. The Brockville Theatre Guild will not tolerate or condone any act of violence, intimidation or harassment for any reason, nor discrimination on the basis of race, colour, religion, gender, sexual orientation, marital status, nationality, disability or any other grounds of discrimination recognized under the *Ontario Human Rights Code*.
2. Everyone must conduct themselves with integrity; and treat each other and members of other organizations and the public, with respect; and with understanding and tolerance for differences of belief, experience and knowledge. Differences of opinion should be discussed and resolved in a manner consistent with the highest degree of professionalism and courtesy.
3. Everyone has a duty to safely intervene and report any incident which contravenes this policy in a timely manner.
 - a. Any act of violence or intimidation, whether resulting in physical injuries or not, must be reported without delay to the police service of the jurisdiction in which the incident took place; and to the person delegated responsible for the activity; and to the Board of Directors.
 - b. Any act of discrimination or harassment must be reported without delay to the person delegated responsible for the activity so they may take steps to stop the repetition of the behaviour; and the incident must be reported to the Board of Directors.



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Reporting, Investigation & Remedy

4. Notwithstanding a report made to local police services for criminal investigation, the Board of Directors of the Brockville Theatre Guild must thoroughly investigate any report of behaviour which contravenes this Code of Conduct & Harassment Policy as soon as practical after a report is made.
 - a. Reports may be made to any Director, depending entirely on the discretion and comfort of the person making the report.
 - b. In turn, the President should be informed of the allegations; unless there is real or perceived conflict of interest, in which case, the next ranking Director (Vice-President, Secretary, Treasurer etc...) will be appointed responsible to lead the investigation.
 - c. The President or, as the case may be, the appointed lead of the investigation, will appoint two other Directors from the board to assist with discovery of facts, documenting and deliberating evidence, and to recommend an appropriate remedy.
 - d. Reports of any incident must be documented in writing to ensure all facts are collected and kept as a record of deliberation and remedy. Unless required by law, the records must be kept sealed and separate from other corporate documents; safeguarded by the President for at least 4 years; transferred from President to President so long as any remedy applies and remains in effect.
 - e. Unless otherwise required by law, any person appointed to assist with fact finding, or who provided evidence, or participated in deliberation, or the application of any remedy must maintain and protect the privacy of everyone concerned in a manner consistent with the Brockville Theatre Guild Privacy & Storage of Private Information Policy.
 - i. In the case where a child, youth or vulnerable adult is involved in any way, the legal guardian will be involved at every stage.
5. Regardless of any outcome from a criminal investigation, subject to discretion and the advice of those appointed to assist with the investigation, the President or other convening Director as the case may be, may order any remedy or censure within the scope of their power and jurisdiction, including but not limited to:
 - a. Informally resolving the incident by an appropriate reasonable means, including deciding there is no merit to the complaint; or requiring verbal and/or formal written apologies, as may be appropriate in the circumstances.
 - b. Suspending or preventing any member from participating in any Brockville Theatre Guild activity or committee; and/or taking steps to remove a Director from the board; and/or rescinding membership for any temporary or permanent duration of time.
 - c. Referring the incident to legal representatives to pursue liability, damages or other remedy as the case may be.