

MAINLINE / ST-AMBROISE MONTREAL FRINGE FESTIVAL HARASSMENT POLICY

Purpose and Scope

MainLine Theatre/St-Ambroise Montreal FRINGE Festival is committed to providing a safe and inclusive space where everyone is treated with dignity and respect.

The Québec Charter of Human Rights and Freedoms protects individuals from harassment based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability or pardoned conviction.

Any forms of harassment, abuse or violence against MainLine Theatre/St-Ambroise Montreal FRINGE Festival's staff, volunteers, artists or patrons will not be tolerated. This policy also applies to job applicants, volunteer applicants and artist applicants.

Anyone who is found to have harassed another individual may be subject to disciplinary action. This includes anyone who: interferes with the resolution of a harassment complaint; retaliates against an individual for filing a harassment complaint; or files an unfounded harassment complaint intended to cause harm.

It is possible that some may find the content of some presentations at MainLine Theatre or the St-Ambroise Montreal FRINGE Festival objectionable or offensive. This Policy is not intended to address those concerns.

Application

This Policy applies to all MainLine Theatre/St-Ambroise Montreal FRINGE Festival employees, contractors, volunteers and artists.

Definitions

Harassment is:

- conduct which has the purpose or effect of unreasonably interfering with an individual's work;
- creating an intimidating, hostile, or offensive environment;
- offending or humiliating someone physically or verbally;
- making unwelcome jokes or comments about someone's race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender, marital status, family status, disability or pardoned conviction.

Sexual Harassment is:

- offensive or humiliating behaviour that is related to a person's sex;
- behaviour of a sexual nature that creates an intimidating, unwelcome, hostile or offensive environment;
- deliberate, repeated or unsolicited comments, gestures or physical actions of a sexual nature toward another person;
- displaying sexually suggestive objects, pictures or media;
- behaviour of a sexual nature that could reasonably be thought to put sexual conditions on a person's job, employment opportunities or evaluation;

Procedures for Addressing a Harassment Complaint

A harassment complaint may be filed by contacting your Team Leader, the Volunteer Coordinator, the Artist Liaison or the General Manager, as appropriate. If your complaint involves one of those individuals, contact the Executive and Artistic Director. The complaint may be verbal or in writing. If the complaint is made verbally, the supervisory staff member contacted will record the details provided by the complainant. The complainant should be prepared to provide details such as what happened; when it happened; where it happened; how often and who else was present (if applicable).

Complaints should be made as soon as possible but no later than within one year of the last incident of perceived harassment, unless there are circumstances that prevented the complainant from doing so.

With the agreement of the complainant, the appropriate supervisory staff member will investigate the complaint quickly and in confidence. In the event the complaint concerns a staff member in a supervisory position, the Executive and Artistic Director will investigate. In the event of a complaint involving the Executive and Artistic Director, the Board of Directors will be responsible for investigating and resolving the complaint.

- Investigations will be conducted in as confidential a manner as is compatible with a thorough investigation.
- If a harassment complaint is substantiated, the complainant will be informed and the Executive and Artistic Director will decide what action is appropriate.
- If the investigation concludes that the complaint is unfounded both the complainant and the person the harassment complaint was made against will be informed.

Consequences and Discipline

- Any employee or contractor of MainLine Theatre/St-Ambroise Montreal FRINGE Festival found to have harassed another individual will be subject to disciplinary action, including but not limited to reprimand, suspension or termination.
- Any volunteer of MainLine Theatre/St-Ambroise Montreal FRINGE Festival found to have harassed another individual will be subject to disciplinary action including but not limited to reprimand, suspension or termination.
- Any artist of MainLine Theatre/St-Ambroise Montreal FRINGE Festival found to have harassed another individual will be subject to disciplinary action, including but not limited to reprimand, cancellation of their contract, suspension or

termination.

- Possible legal action may also be considered in consultation with the complainant.

This Policy does not detract from the right of anyone who believes they have been harassed by a MainLine Theatre/St-Ambroise Montreal FRINGE Festival employee, volunteer or artist to seek recourse at law.

Harassment by Other Parties

MainLine Theatre/St-Ambroise Montreal FRINGE Festival will make every effort to protect employees, volunteers and artists from harassment by MainLine Theatre/St-Ambroise Montreal FRINGE Festival visitors and others with whom they may come in contact in the course of their work with MainLine Theatre/St-Ambroise Montreal FRINGE Festival.

Privacy and Confidentiality

All parties to a harassment complaint are expected to respect the privacy and confidentiality of all other parties involved and to limit the discussion of a harassment complaint to those that need to know. MainLine Theatre/St-Ambroise Montreal FRINGE Festival and all individuals involved in the harassment complaint process, will comply with all requirements of the Quebec Civil Code to protect personal information.