



## POLICY TO PREVENT HARASSMENT AND PROMOTE A SAFE ENVIRONMENT

SUMMARY OF PROCESS FOR CURRENT EMPLOYEES, VOLUNTEERS, CO-OP STUDENTS, INTERNS, APPRENTICES, GUESTS AND WORKSHOP PARTICIPANTS

Are you experiencing an uncomfortable situation with a colleague, staff member, or artist?



### OPTION 1: ANONYMOUS

#### DO YOU WISH TO FILE AN ANONYMOUS COMPLAINT?

Please complete the anonymous form on our website.

By not providing your contact information and remaining anonymous, you understand that appropriate action, if required, may be impossible to implement. Your anonymous incident report will however be used for improving PWM's working environment.



### OPTION 2: IDENTIFIED

#### DO YOU WISH TO FILE A FORMAL COMPLAINT?

Please speak to a first respondent (PWM manager, instructor, supervisor or artistic director).



#### EXAMPLES OF CURRENT FIRST RESPONDENTS:

- Anne-Sophie Grenier, Managing Director: [annesophie@playwrights.ca](mailto:annesophie@playwrights.ca)
- Fatma Sarah Elkashef, Artistic Director: [sarah@playwrights.ca](mailto:sarah@playwrights.ca)
- Jesse Stong, Dramaturg: [jesse@playwrights.ca](mailto:jesse@playwrights.ca)
- Your workshop leader or instructor



#### VERBAL STATEMENT

Discuss the situation with the First Respondent who will put down your statement in writing.

#### WRITTEN STATEMENT



Please complete the complaint form on our website and submit it to a First Respondent.



#### ASSESSMENT AND RECOMMENDATIONS

The statement will be reviewed by the **Board Delegate** (Elisabet Ràfols-Sagués or Corrina Hodgson) in consultation with the First Respondent and appropriate action will be taken if required.

The response process is to be done in consultation with you (the "complainant"); however, final decision on an **appropriate response** will be at the Board of Directors' discretion.

#### Examples of these response options are:

- consulting with a human resources member of the Board of Directors
- informal or formal reporting to the Board of Directors
- an investigation process or disciplinary action



#### FINDINGS, DECISION AND CORRECTIVE MEASURES