

## PLAYWRIGHTS' WORKSHOP MONTRÉAL

# Anti-Harassment and Non-Discrimination Policy

**Effective:** July, 2018

**Adopted by:** Board of Directors of Playwrights' Workshop Montréal on June 20, 2018

**Policy Contact:** For any enquiry about this policy, please contact: Anne-Sophie Grenier at [annesophie@playwrights.ca](mailto:annesophie@playwrights.ca) PWM's current Board delegates are Jason Poirier Lavoie and Yumi Palleschi.

**Policy Update Frequency:** One year after the date of first adoption and subsequently, every three years

**Last Reviewed/Updated:** June 20, 2018

**Applies to:** Employees, including full-time, part-time, temporary, probationary, casual and contract staff, as well as volunteers, co-op students, interns, apprentices, guests and workshop participants of Playwright's Workshop Montréal

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### POLICY OBJECTIVES

Playwrights' Workshop Montréal (herein after "PWM" or the "organization") is committed to providing a secure and comfortable environment, through relationships built on mutual respect, and to ensuring an environment for its members that is free from discrimination, harassment and/or the fear of discrimination and harassment.

The objectives of this policy are to make sure that employees, including full-time, part-time, temporary, probationary, casual and contract staff, as well as volunteers, co-op students, interns, apprentices, guests and workshop participants of PWM are aware that harassment and discrimination are unacceptable practices and are incompatible with the standards of this organization. PWM's policy goes beyond the Quebec legislative requirements in pursuing a safe workplace as outlined below.

PWM is committed to a comprehensive strategy to address harassment and discrimination, including:

- regularly monitoring organizational systems for barriers relating to the Québec's Charter of human rights and freedoms (hereinafter the "Charter");
- providing an effective and fair complaints procedure; and
- promoting appropriate standards of conduct at all times.

## APPLICATION

The right to freedom from discrimination and harassment extends to all PWM's employees, including full-time, part-time, temporary, probationary, casual and contract staff, as well as volunteers, co-op students, interns, apprentices, guests and workshop participants.

It is also unacceptable for the above individuals to engage in harassment or discrimination when dealing with clients, or with others they have professional dealings with, such as students, instructors, performers, rental companies, or service providers.

This policy applies at every level of the organization and to every aspect of the workplace environment and employment relationship, including recruitment, selection, promotion, transfers, training, salaries, benefits and termination.

This policy also applies to events that occur outside of the physical premises such as during organization travel, social events and PWM residencies.

This policy prohibits discrimination or harassment based on the following grounds, and any combination of these grounds (hereinafter "Charter-protected grounds"):

- Age (except as provided by law)
- Religion
- Physical, development, learning or mental disability
- Sexual orientation
- Gender identity
- Gender expression
- Social condition
- Civil status
- Sex (including pregnancy and breastfeeding)
- Race
- Political convictions
- National origin
- Ethnic origin
- Citizenship
- Language
- Colour
- Ancestry
- Record of criminal offences (in employment only)

## DEFINITIONS

The following behavior is prohibited:

**Discrimination:** means any form of unequal treatment based on the above ground, whether imposing extra burdens or denying benefits. It may be intentional or unintentional. It may involve direct actions that are discriminatory on their face, or it may involve rules, practices or procedures that appear neutral, but disadvantage certain groups of people. Discrimination may take obvious forms, or it may happen in very subtle ways. Even if there are many factors affecting a decision or action, if discrimination is one factor, this is a violation of this policy.

**Harassment:** means a course of comments or actions that are known, or ought reasonably to be known, to be unwelcome. It can involve words or actions that are known or should be known to be offensive, embarrassing, humiliating, demeaning or unwelcome, based on a ground of discrimination identified by this policy. Harassment can occur based on any of the grounds of discrimination. Harassment can also take the form of bullying, i.e. when an individual or a group of people with more power, repeatedly and intentionally cause hurt or harm to another person or group of people who feel helpless to respond. Bullying can continue over time and will probably continue if no action is taken.

**Examples of harassment include:**

- Unwelcome remarks, jokes, innuendos, or taunting about a person based on the Charter-protected grounds
- Posting or circulating offensive pictures, graffiti or materials, whether in print form or via e-mail or other electronic means
- Singling out a person for humiliating or demeaning “teasing” or jokes because they are a member of a Charter-protected group
- Comments ridiculing a person because of characteristics that are related to a ground of discrimination. For example, this could include comments about a person’s dress, speech or other practices that may be related to their sex, race, gender identity or creed.

If a person does not explicitly object to harassing behavior, or appears to be going along with it, this does not mean that the behavior is okay. The behavior could still be considered harassment under the Charter.

**Racial or Ethnic Harassment:** racial or ethnic harassment is a form of harassment.

Examples of racial or ethnic harassment include:

- Display of racist, derogatory or offensive pictures or materials
- Unwelcome remarks, jokes, innuendos or taunting about a person’s racial or ethnic background, colour, place of birth, citizenship or ancestry
- Refusing to converse or work with an employee because of his or her racial or ethnic background
- Insulting gestures or practical jokes based on racial or ethnic grounds which cause embarrassment or awkwardness

**Sexual and gender-based harassment:** sexual harassment is a form of harassment.

Examples of sexual harassment include:

- Display of sexually offensive pictures, graffiti or other materials including through electronic means
- Unwelcome remarks, jokes, innuendos, or taunting about a person’s body, attire or sex

- Gender-related comments about a person’s physical characteristics or mannerisms
- Paternalism based on gender which a person feels undermines his or her self-respect or position of responsibility
- Unwelcome physical contact such as touch, patting or pinching
- Suggestive or offensive remarks or innuendoes about members of a specific gender
- Propositions of physical intimacy, demands for dates or sexual favors
- Gender-related verbal abuse, threats or taunting
- Leering or inappropriate/suggestive staring or other gestures
- Bragging about sexual prowess or questions or discussions about sexual activities
- Offensive jokes or comments of a sexual nature about an employee or client
- Rough and vulgar humor or language related to gender

**Sexual Solicitation:** this policy prohibits sexual solicitations or advances by any person who is in a position to grant or deny a benefit to the recipient of the solicitation or advance. This includes managers and supervisors, as well as co-workers where one person is in a position to grant or deny a benefit to the other. Reprisals for rejecting such advances or solicitations are also not allowed.

## **ROLES AND RESPONSIBILITIES**

All persons present on PWM’s premises or representing PWM are expected to uphold and abide by this policy, by refraining from any form of harassment or discrimination, and by cooperating fully in any investigation of a harassment or discrimination complaint.

Managers, instructors, supervisors and artistic directors have the additional responsibility to act immediately on observations or allegations of harassment or discrimination. Managers and supervisors are responsible for creating and maintaining a harassment and discrimination-free organization, and should address potential problems before they become serious.

## **REPORTING PROCEDURE RELATED TO HARASSMENT OR DISCRIMINATION AT PWM**

PWM’s board of directors (the “Board of Directors”), following recommendation by the Governance Committee, appoints Elisabet Ràfols-Sagués and Corrina Hodgson as anti-harassment and anti-discrimination delegates (the “Board Delegate”). The Board Delegate is appointed for a term of two years and will have to complete an anti-harassment and anti-discrimination training, which training will be chosen by the Governance Committee prior to the beginning of the term of the Board Delegate.

In the case where a person (the “complainant”) is harassed or the victim of discrimination as defined in the above policy, the complainant is to contact PWM’s manager, instructor, supervisor or artistic director with whom they feel comfortable discussing with (the “First Respondent”), through either a verbal or written statement. In the event that the statement is

given verbally, the First Respondent who received the statement should put down said statement in writing.

The statement will be reviewed by the Board Delegate in consultation with the First Respondent and appropriate action will be taken if required. Response will be presented to the complainant by the First Respondent within 30 business days. The response options under this policy range, without limitation, from consulting with a human resources member of the Board of Directors, to informal or formal reporting to the Board of Directors, to an investigation process or disciplinary action. These are not mutually exclusive as an effective response may combine elements of all approaches. The response process should be done in consultation with the complainant; however, final decision on the appropriate response should be at the Board of Directors' discretion.

The Board Delegate will keep a record of the incident(s), including date, time of occurrence, location, what happened, witnesses, etc. In keeping with PWM's zero tolerance harassment and discrimination policy, every effort is made to ensure these reports are fully confidential. Filed reports are kept confidential and only seen by the First Respondent, the Board Delegate and, if required, members of the Board of Directors.

I have read the above Anti-Harassment and Nondiscrimination Policy and I understand the reporting procedure:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Date of signature

**Anonymous Incident Report:** a person harassed or the victim of discrimination as defined in the above policy whom does not feel comfortable discussing an incident in person and prefers their identity being kept anonymous can file an Anonymous Incident Report. The form to fill out can be found on PWM's website at:

<https://www.playwrights.ca/anti-harassment-and-non-discrimination-policy>.