

The Guelph Little Theatre Code of Conduct

The Guelph Little Theatre (GLT) is a non-profit, community-based volunteer organization dedicated to providing live entertainment to the community and a venue for those seeking both onstage and offstage opportunities. As a signatory to the Canadian Code of Conduct for the Performing Arts, GLT, its members, directors, volunteers and participants are expected to respect the Canadian Code and follow the organization's rules, policies, procedures and fiduciary duties, which are summarized in this document.

GLT is committed to maintaining an inclusive environment where everyone feels welcome and safe regardless of their age, race or ethnicity, gender identity or expression, sexual orientation, physical or mental ability, or other characteristics that make our participants and patrons unique. All members, board members, volunteers, participants and patrons are expected to conduct themselves in ways that support this commitment, and to treat everyone with dignity and respect in all interactions, in person or electronic. Any form of discrimination, harassment, abuse, bullying or violence will not be tolerated from any person at any time.

Statement of Policy

GLT prohibits and does not tolerate harassment, abuse, bullying (see [definitions](#) at the end of the document) or other misconduct, which includes conduct endangering the life, safety, health or well-being of any patron or other participant connected to GLT. Misconduct may also include interactions on or beyond GLT property that could jeopardize your ability to fulfill your obligations to the theatre, fellow participants or a production, such as being under the influence of alcohol or drugs or being in possession of illegal substances. All such instances will be handled at the discretion of the Board of Directors.

All members, board members, volunteers and participants are expected to adhere to this policy and will be held responsible by GLT for not following it. Any person reasonably suspected or believed to have committed an infraction will be appropriately disciplined.

Responsibility

Each of us is responsible for knowing and adhering to the values and standards set forth in the Canadian Code and this document. Prospective and current members are expected to adhere to all GLT policies. Failure to do so may result in disciplinary action. If you are concerned whether the standards are being met or witness violations, please contact a member of the Board of Directors. It is your duty to report any incident.

All participants in each production must sign and date a form acknowledging that they will adhere to the Canadian Code and follow GLT policies before starting work on a production. This includes actors, directors, assistant directors, stage managers, technical operators, stagehands, and any other members of the production team.

Care with Social Media and Electronic Communication

GLT expects all members, directors, volunteers and participants to exercise caution in email and other electronic forms of communication (such as Facebook, Instagram, YouTube, TikTok, etc.) when posting pictures, videos and information on social media platforms due to potential risks and challenges. Comments and behaviour on these platforms become part of the public record.

Those posting should use sound judgment to ensure personal or professional use of social media does not compromise GLT's reputation nor their working relationships with members, volunteers, or the community at large. It is recommended that the individual groups have one person responsible for ensuring materials posted comply with this policy. Complaints and concerns should be referred to the Board of Directors.

Care and Consent for Sensitive Materials and Physical Intimacy

Rehearsals and performances involving sensitive material including intimacy, nudity, violence, or sexual content or culturally sensitive content will be conducted with the utmost care, advance consent and respect. All participants are encouraged to ensure that all content is appropriate and to speak out against any touch or language to which they do not consent. Should a concern arise, GLT encourages those involved to speak out, report abuses in good faith, expect thorough, timely investigations and appropriate measures and/or consequences.

For plays involving intimate physical contact, the Director of Productions will ensure that all actors involved have received *Intimacy For Stage* training or the equivalent; are a minimum 18 years old or have written permission from the Board and their guardians; and that any such contact is understood and agreed to by the actors in advance. The Artistic Director, Producer and two members from the Board will attend the training and come to rehearsals to ensure all parties are satisfied with the blocking of the play.

Reporting Concerns or Incidents to the Board

All members, directors, volunteers or participants are encouraged to report concerns or incidents of harassment, abuse or misconduct. This may be done directly to any Officer (President, Vice President, Secretary, Treasurer, or Past President), or through an intermediary (such as house manager, stage manager, director, producer, production chair, social chair, health and safety chair, membership chair, or any other member of GLT with whom the complainant feels comfortable).

In instances where it is safe to do so, all members, volunteers and participants are encouraged to communicate directly to a person whose conduct or behaviour is unwanted and offensive so that the situation may be resolved between those parties. However, this is not required before communicating a concern or complaint to the Board or intermediary. The complaint shall be kept confidential. It is recommended that complainants keep a record of incidents, including time, date and the nature of the behaviour or activity and any witnesses, if any.

Where children or youth may be involved, the GLT Child Protection Policy shall be respected.

False Allegations and Retaliation against Complainants

Making knowingly false or malicious accusations of harassment, abuse or misconduct can have serious consequences for those who are wrongly accused. GLT prohibits the making of false or malicious allegations, as well as deliberately providing false information during an investigation. Non-compliance is subject to disciplinary action.

GLT prohibits retaliation made against any member, volunteer, officer or other person who lodges a good faith complaint of harassment, abuse or misconduct or who participates in any related investigation.

Investigation Procedure

GLT takes all allegations of harassment, abuse or misconduct seriously. The Board will investigate and deal with all complaints or allegations of misconduct in a fair, respectful and timely manner.

GLT will make every reasonable effort to keep the matters involved in an allegation as confidential as possible while still allowing for a prompt and thorough investigation. Information provided about an incident or about a complaint will not be disclosed except as necessary to protect volunteers or other involved persons, to investigate the complaint or incident, to take corrective action or as otherwise required by law. No public statements or comments regarding any actual or alleged incident will be made by the organization without the aid of legal counsel.

The Board will appoint a team of three members, including at least one Officer, to conduct an impartial investigation of a complaint. GLT and the Board may, at their discretion, consult legal counsel and utilize such outside third party/parties as necessary to conduct an investigation of misconduct. The investigation team will complete a written report and present their findings to the Board for follow up action as appropriate.

During the course of any investigation, the Board may require those named in a complaint (the respondent) to suspend their involvement with GLT pending the outcome of the investigation. Should the investigation outcome proceed to disciplinary action, the Board will communicate directly with the respondent as set forth in Article V D of the GLT Constitution.

GLT will take every reasonable measure to ensure that the impartiality of the investigation team is acceptable to both parties and that those closely associated with anyone involved in the complaint, will not be part of the team. Where a Board member is named in a complaint, consideration may be given to including a past Board member on the investigation team in place of a current Board member.

GLT will cooperate fully with any investigation conducted by law enforcement or other regulatory/protective services agencies.

Reporting to Law Enforcement or Appropriate Child or Adult Protective Services

GLT is committed to following the provincial and federal legal requirements for reporting allegations or incidents of sexual abuse or misconduct to appropriate law enforcement and protective services organizations.

It is the policy of GLT not to attempt to investigate or assess the validity or credibility of an allegation of sexual or physical abuse as a condition before reporting the allegation to proper law enforcement authorities or protective services organizations.

Any GLT member who has reasonable grounds to suspect that a child is or may be in need of protection must promptly report the suspicion and the information upon which it is based *directly* to child protective services. "Reasonable grounds" refers to the information that an average person, using normal and honest judgment, would need in order to decide to report. Refer to the GLT Child Protection Policy for further guidance.

DEFINITIONS

Harassment includes but is not limited to:

- unwanted sexual attention or inappropriate touching, inappropriate jokes or texts, pornographic or sexually explicit images, malicious gossip, rumour or innuendo, threats, and other unwelcome verbal, written, visual, or physical communication or conduct
- behaviour or expression that could offend, inappropriate conduct that may or may not be intentional
- a series of conduct or comments that happens over a period of time or one time
- if the incident is serious, egregious or constitutes a threat
- incidents where the victim does not expressly object to the harassment, unwelcome comments or conduct which may or may not be directed at a specific person, and
- comments or conduct that ridicule or disparage a group that could cause humiliation, insult, apprehension or disruption that poisons the GLT environment.

Sexual harassment means: engaging in a course of vexatious comment or conduct against a person because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably be known to be unwelcome; making sexual solicitation or advances where the person making the solicitation or advance is in a position to confer, grant or deny a benefit; or taking advantage of another person and the offending person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Discrimination is the treating someone differently or unfairly, whether intentional or not, on a protected ground under the *Human Rights Code*: a person's race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status, disability, gender identity or gender expression. The fact that you didn't intend to treat someone differently is irrelevant under the *Human Rights Code*.

Abuse includes:

- bullying
- mental abuse (such as engaging in abusive, uncivil or insulting language)
- physical abuse (such as violating personal boundaries, or unwanted touching, use of unnecessary force or assault)
- sexual abuse (such as non-consensual sexual activity, solicitation, involvement, contact or attempt of sexual contact or behavior by one person towards another
- any of the above towards or with a person who is a minor (under 18 years old) or who is legally incapable or otherwise unable to give consent
- substance abuse (such as the consumption of, distribution, sale, or purchase of controlled substances at rehearsals or in the performance venue or being under the influence of illegal drugs, alcohol, or substances of abuse during rehearsal or on stage)

Sexual abuse or misconduct means non-consensual sexual activity, contact or behaviour by one person towards another, and includes but is not limited to:

- any sexual activity, solicitation, involvement or attempt of sexual contact with a person who is a minor (under 18 years old)
- sexual activity with another who is legally incapable or otherwise unable to give consent
- unwanted and intentional physical conduct that is sexual in nature
- distributing material such as pornographic or sexually explicit images, posters, calendars or objects
- unwelcome sexual activities, advances, comments, innuendoes, jokes, gestures, electronic communications or messages
- exploitation, exposure, leering, stalking, or invasion of sexual privacy
- direct or implied threats that submission to sexual advances, toward or in the proximity of any GLT participant will be a condition of affiliation or involvement with the organization.