



INCLUSION and ANTI-OPPRESSION POLICY

Preamble

In addition to freedom from sexual harassment and physical or psychological bullying of any kind, we affirm the employee's rights to safe work environments. This document articulates our commitment.

The Thousand Islands Playhouse works consistently to become an inclusive and diverse organization.

These clauses were built using the Ad-Hoc Assembly's Voluntary Addendum as a template and we acknowledge the labour and energy that went into that resource. This policy is in addition to the company's Workplace Harassment Policy, as well as Articles 9 and 10 in the Canadian Theatre Agreement. This is a company-wide document that has been approved by both Board and Staff leadership.

The Playhouse encourages you to articulate your needs beyond the scope of this document. On the first day of your employment, artists, creative teams, employees, and supervisors are encouraged to discuss this document in relation to how it applies to your department. It is encouraged that you take time to set additional parameters based on your needs and the nature of your work.

Who is covered by this policy - The protections under this policy apply to personnel under contract with the Thousand Islands Playhouse as well as anyone in the TIP workspaces who interact with personnel.

Where does this policy apply - This policy applies to all workspaces where work takes place under contract with the Thousand Islands Playhouse, as well as any work related spaces such as transportation, accommodation, company social gatherings, work related events such as auditions, meetings etc.

When does this policy not apply - The policy does not apply to situations of expressing difference of opinion; offering constructive feedback, guidance or advice about work-related behaviour or performance; legitimate complaints about conduct through established procedure; providing reasonable direction to an individual under their employ in order to improve performance.

Radical Clause

The Thousand Islands Playhouse is in a relationship with its employees. TIP will listen, assist, and intervene (when requested) if you feel violated, unsafe, or compromised on our premises or in the broader community. You are empowered to approach us during your time at TIP or at any time beyond the period of your engagement.



Affirmation of Company Support

You have a right to safe working conditions. **Safety means physical safety, emotional safety, cultural safety, and belonging.**

Physical safety is the absence of harm or injury that can be experienced by someone when working. We will provide the training, practices, and policies to ensure the physical safety of all employees. If you feel you don't have the right environment, equipment, or training to do your job safely, please communicate your needs to your supervisor immediately.

Emotional safety is about creating a safe space in which each employee's identity and emotions are respected. We encourage employees to express their thoughts and ideas freely without fear of negative reaction or consequence. We believe that emotional safety and open communication are vital to creative collaboration and we empower our staff to care for each other and to do no harm. You have the right to seek reprieve from discomfort or harm, even if others cannot perceive it. The Playhouse operates from the position that we believe employee's concerns, as they are presented. We acknowledge that every employee may not have a trusted colleague at this organization.

Cultural Safety as a practice was first defined by Maori nurses in New Zealand and it was aimed at providing more culturally aware healthcare to Maori people. The practice of cultural safety has since evolved into other fields and has been defined as:

"An environment that is spiritually, socially and emotionally safe, as well as physically safe for people; where there is no assault, challenge or denial of their identity, of who they are and what they need. It is about shared respect, shared meaning, shared knowledge and experience of learning together."

- Williams, Robyn (2008). *Cultural safety: what does it mean for our work practice?* Australian and New Zealand Journal of Public Health.

You have the right to challenge the representation of your cultural identity or lived experience. We acknowledge that many of our staff travel from outside this region to work here, and that isolation and alienation can be major factors in cultural safety.

We recognize your right to seek support or advice from a third party whose insight might inform our perspective. We empower you to share concerns of any size; please see 'Reporting and Process' below.

Our Commitment to Your Safety

We commit to a culturally safe working environment which welcomes cultural, spiritual, traditional, hybridized, or innovative practices from all employees. We welcome employees' expression of their needs to be safe. We will provide reasonable time and space for cultural or spiritual practice. We will make support available to employees upon request if you are isolated from your cultural community or being asked to contribute disproportionately to cultural competency. Employees have the right to frame any concern free of re-interpretation or re-characterization by



others. We recognize that someone's intention and the impact are sometimes not the same. Although the intention may not have been to harm, the harmful impact is still valid.

Reporting and Process

Below is a list of TIP staff members who have positions of leadership and have been assigned as points of contact in upholding the commitments of this document. They are listed in alphabetical order.

If you have a question, concern, or issue, we empower you to approach whomever you feel most comfortable talking to. If you don't feel comfortable approaching these staff members, please go to the Accountability section for more options below.

SENIOR LEADERSHIP: Brett Christopher, Managing Artistic Director

responsibilities: Staffing, Artist Relations, Programming, Vision

email: brett@1000islandsplayhouse.com

phone: 613-382-7086 x.105

PRODUCTION LEADERSHIP: Bill Chabassol, Production Manager

responsibilities: Production, Health & Safety

email: bill@1000islandsplayhouse.com

phone: 613-382-5753

COMPANY MANAGEMENT: Marta McDonald, Producer

responsibilities: Artist Relations, Community Relationships

email: marta@1000islandsplayhouse.com

phone: 613-382-7086 x.101

Please note that we are in partnership and cooperation with various Town of Gananoque officials, business owners, and community members. TIP is willing to support you in addressing a concern from outside the limits of your working space in Gananoque.

Here are the different pathways:

1. Engage in **a confidential conversation** with your chosen staff member for support.
2. Allow your chosen staff member to **advocate for you and share your concern** with another employee or manager to access resources and/or further action.
3. Allow your chosen staff member to **advocate for you and share your concern** with Managing Artistic Director, Brett Christopher, to access resources and/or further action.

Informal Response

The goal of this response option is to provide support for both victims and witnesses (potential complainants) so that problematic behaviour is dealt with quickly and efficiently. An informal response may be used when the issue is relatively minor in nature and may be resolved through informal discussions with the relevant parties



The leader who receives the report will present a range of informal strategies for resolving the problem quickly, which may include:

- (i) reviewing this policy;
- (ii) suggesting different response mechanisms;
- (iii) suggesting different approaches for discussing the concern;
- (iv) contacting key personnel on the complainant's behalf, if requested.

Confidentiality

The Thousand Islands Playhouse understands that it is difficult to come forward with a complaint of bullying, harassment, sexual harassment or discrimination.

TIP staff, Board Members and third-party professionals involved in a workplace complaints will maintain confidentiality except as necessary to protect personnel, investigate complaints and take corrective action or as otherwise required by law. Records pertaining to any application of this policy will be held in strict confidence.

Please note: TIP is required to break confidentiality if you are a threat to yourself or others.

Anonymity

Confidentiality does not mean anonymity. It may be possible, in some circumstances, to maintain the anonymity of a party to a complaint. However, a fundamental principle of fairness in complaint proceedings is that the respondent must be able to knowledgeably address the details of a complaint, and that will likely involve informing them of the identity of the complainant.

Formal Reporting

In some circumstances, a formal complaint may be necessary.

Some examples of when a formal complaint may be required include:

- if the result of an informal response is unsatisfactory (does not resolve the problem or if any party is dissatisfied);
- if there has been an act of physical violence;
- if anyone associated with the production/performance uses threatening language toward anyone else associated with the production;
- if anyone feels pressured into divulging personal information or to engage in a personal non-platonic relationship with anyone else associated with the production;
- if anyone commits a non-consensual sexual act or uses sexually explicit language or gestures toward anyone else associated with the production; or
- if someone uses their position of power to get anyone associated with the production to engage with them in a non-platonic manner.

When there is a serious incident, the chair of the Board of Directors will be immediately informed in order to help ensure the safety of everyone; ensure appropriate medical treatment is provided or sent for, if required; and contact the appropriate authorities as soon as possible.

The complainant will most likely be asked to give written details of their concern(s). Depending on the situation, the Board Chair may suggest acting as a go-between in addressing the issue with the



respondent. As well, some form of alternative dispute resolution, such as mediation may be suggested.

Accountability

If you don't feel comfortable reporting to one of the staff members above, or if you do not think TIP is living up to the commitment made in this document, please reach out directly to the leadership of the Thousand Islands Playhouse Board of Directors

BOARD CHAIR: Steven Tanner, Chair of the Board

responsibilities: Organizational leadership, Finance, Mission & Mandate

email: tanners@queensu.ca