

**Ruby Slippers Theatre
Policies**

RESPECTFUL WORKPLACE

1. PURPOSE

Ruby Slippers Theatre (RST) is committed to providing a working environment where all employees are treated with dignity and respect. We believe that every employee and contract worker has the right to work in an atmosphere that promotes equal opportunities, and that is free from bullying, harassment or discriminatory practices. It is the policy of RST that bullying, harassment and discrimination will not be tolerated. We encourage reporting of all incidents of workplace bullying, discrimination or harassment, regardless of who the affected parties may be. Employees or contract workers who engage in such behaviour will be subject to discipline, up to and including dismissal. This policy statement applies to anyone working for RST, including permanent, temporary, casual, contract, and student workers. It applies to interpersonal and electronic communications, such as email.

2. DEFINITIONS

a) Sexual Harassment

Means conduct or comments of a sexual nature that are unwelcome and that detrimentally affect the work environment or lead to adverse job-related consequences. Sexual harassment includes, but is not limited to, such things as:

- unwanted touching;
- unwelcome sexual flirtations, advances or propositions;
- sexually suggestive, obscene or degrading comments or gestures;
- offensive jokes of a sexual nature;
- leering or staring;
- displaying or circulating pictures or other material of a sexual nature;
- unwelcome questions or remarks about a person's sex life, appearance, clothing, etc.

b) Bullying and Personal Harassment

Includes any inappropriate conduct or comment by a person towards a worker that the person knew, or reasonably ought to have known, would cause that worker to be humiliated, insulted, degraded or intimidated, but excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.

Examples of conduct or comments that might constitute bullying and harassment include verbal aggression or insults, threats or intimidation, physical assault, calling someone derogatory names, harmful hazing or initiation practices, vandalizing personal belongings, spreading malicious rumours, and persistent rudeness or other conduct which adversely affects working conditions or work performance.

c) Discrimination

Means discrimination based on a person's sex, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sexual orientation, age (defined as age 19 or older), or criminal conviction unrelated to the person's employment.

It is NOT disruptive and disrespectful conduct to:

- comply with professional, managerial or supervisory responsibilities to evaluate and report on the performance, conduct or competence of employees;

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- express reasonable opinions freely and courteously; or
- respectfully engage in honest differences of opinion.

3. EXPECTED STANDARDS OF CONDUCT

Everyone working at RST is expected to promote and maintain a respectful work environment by adhering to the following expected standards of conduct and personally responsible behaviour:

- Being courteous, polite, respectful and considerate towards others;
- Acting with honesty and integrity, abiding by and upholding all rules and regulations and assisting/ encouraging others to do the same;
- The inclusion of all people, including those with different strengths and opinions;
- Managing workplace conflicts using conflict resolution processes;
- Encouraging and supporting individuals to learn and practice personal conflict resolution and respectful workplace skills;

4. ROLES AND RESPONSIBILITIES

The General Manager and Artistic Director are expected to:

- ensure the principles of the policy are reflected in the execution of duties, operational policies and practices within their area of responsibility;
- regularly communicate and support this policy by ensuring all persons, under their supervision, are provided with the policy including knowledge of their rights and responsibilities; and
- take action and actively participate as needed, in the resolution and investigation of a complaint and implement remedies as required.

Employees, contract workers and volunteers are expected to:

- contribute to a respectful, safe and supportive work environment that is collaborative and inclusive by modelling behaviour consistent with the policy and not engaging in prohibited conduct;
- take action when they become aware of prohibited conduct because silence and failure to take action acts as a form of approval; and
- utilize the informal resolution process where appropriate.

Senior Management

- will take a leadership role in providing guidance and/or training for management and employees on respectful workplace behaviour;
- will give advice on this Policy, addressing and providing assistance to resolve issues of disrespectful behaviour, and, or discrimination or harassment;
- will provide mediation where parties in dispute consent to meet to determine whether the dispute can be resolved in an informal and mutually satisfactory manner; and
- in some instances, may determine that an external third party mediator should be called upon to achieve resolutions.

6. COMPLAINT PROCEDURE

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If individuals believe they are being bullied, harassed or discriminated against, the procedure is as follows:

- Make a complaint orally or in writing to Senior Management or to the Stage Manager. A complaint pertaining to the Artistic Director or General Manager should be made to the Board Chair.
- All complaints will be taken seriously, and will be dealt with fairly and promptly.
- If the subject matter of the complaint fits within the definition of bullying, harassment or discrimination, it will be investigated. The investigation will be approached in an unbiased manner.
- All parties are entitled to a fair hearing. Both they and any witnesses will be interviewed.
- Given the sensitivity of these matters, the Society will do its best to preserve confidentiality throughout the process.
- If the complaint is found to have merit, then decisive and suitable action will be taken by the Society. This action is likely to include discipline or dismissal of the offending person(s).

7. POLICY REVIEW

This policy will be reviewed by the Board every two years.

Creation Date: Oct. 2, 2019

Last Review: Aug. 16, 2022

Last Review: Nov. 28, 2024

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