



**International  
Theatresports  
Institute**

September 7, 2018

**POLICY AGAINST  
ABUSE, HARASSMENT, AND DISCRIMINATION**

If you wish to report a suspected violation of this policy, if you have any causes for concern based on this policy, if you have any questions about this policy, or if you have any suggestions to improve this policy, please contact our Office Administrator ([office@theatresports.org](mailto:office@theatresports.org)).



## **1 OBJECTIVES**

Abuse, harassment, and discrimination are violations of the UN Human Rights Council and the ITI will not tolerate such behavior in any manner or form.

The ITI aims to ensure sure that all performers, staff, volunteers, members, instructors, students, clients, and associates of The ITI are aware that abuse, discrimination, and harassment are unacceptable practices which are incompatible with the standards of this organization. The ITI shall proactively take steps to prevent and reactive steps in response to, any incidents of abuse, harassment, or discrimination.

The ITI is dedicated to developing and executing a comprehensive strategy to address abuse, harassment, and discrimination, including:

- Setting out clear standards of conduct;
- Demonstrating appropriate standards of conduct in its organization and operations;
- Regularly monitoring its organization and operations to ensure appropriate standards of conduct are met; and
- Ensuring that an effective and unbiased complaints procedure is available for suspected violations of its standards of conduct.

The ITI is committed to growing and maintaining a safe performing, volunteering, working, and learning environment that is free from abuse, harassment, and discrimination in any manner or form, and where all individuals are treated with respect and dignity, can contribute fully, and have equal opportunities.

The ITI pledges to protect the personal worth and dignity of all performers, staff, volunteers, members, instructors, students, clients, and associates of the ITI and promotes a work environment which supports diversity and recognizes and values people for their individual skills, knowledge, abilities, experiences and contributions.

## **2 APPLICATION**

The right to freedom from abuse, harassment, and discrimination, and the positive duty to refrain from abuse, harassment, and discrimination, extends to all:

- performers, including show directors;
- volunteers;
- instructors and students;
- employees and contractors of the ITI, including full-time, part-time, temporary, probationary, casual and contract staff, co-op students, interns and apprentices;
- members of the Board of Directors and related committees; and



- all other members of the ITI.

ITI employees, instructors, and show directors are responsible for promptly and effectively responding to allegations or reports of abuse, harassment, and discrimination.

It is unacceptable for any of the above individuals or groups to engage in abuse, harassment, and discrimination when dealing with clients, or with others they have professional dealings with in association with the ITI.

All of the above individuals and groups are expected to uphold and abide by this Policy by refraining from abuse, harassment, and discrimination in any form, and by cooperating fully in any investigation by the ITI of a complaint related to a suspected incident or incidents of abuse, harassment, and discrimination.

This policy applies wherever any business is conducted in association with the ITI, at every level of the organization, to every aspect of the workplace environment, and to every aspect of the employment relationship, including but not limited to recruitment, selection, promotion, transfers, training, salaries, benefits and termination, rates of pay, overtime, hours of work, holidays, shift work, discipline, and performance evaluations.

This policy also applies to certain events in association with the ITI that occur outside the conduct of business and/or outside of the physical workplace, including but not limited to festivals, travel, and company parties. It is an expectation that the above individuals are to conduct themselves in accordance with the behavioural expectations outlined in this policy when representing the ITI in the community.

### **3 PROHIBITED CONDUCT**

The following conduct is prohibited in association with the ITI:

#### **3A ABUSE**

The ITI does not tolerate abuse in any form.

For the purposes of this policy, abuse is defined as threatened, attempted, or actual conduct of a person that causes or is likely to cause injury. Abuse can be physical or verbal, and it can take many forms, including but not limited to:

##### **3A-1 Violence**

- the use of force against an individual or group, including hitting, shoving, pushing, or kicking;
- inciting others to do physical damage, harm, or injury to an individual or group; or
- any intentional act that causes, or may cause, physical damage, harm, or injury to an individual or group.



### **3A-2 Threats**

- any act, gesture, or statement that gives an individual reasonable cause to believe that there is risk of damage, harm, or injury to themselves, another person, their property, or the property of the ITI;
- any statement, whether verbal or written, that an individual reasonably interprets to be menacing or taunting in nature;
- communication, including body language or behaviors, indicating that the speaker intends to do damage, harm, or injury to an individual or group; or
- intimidating behaviors such as shaking fists, throwing things, destroying property, or wielding weapons or articles that could be used as, or perceived to be, weapons.

**Note:** Behaviors that are threatening to the health or safety of an individual or group, including the presence or use of weapons, and especially any behaviors that are violent, require immediate action to prevent escalation and to ensure the safety of others.

### **3B HARASSMENT**

The ITI does not tolerate harassment in any form.

For the purposes of this policy, harassment is defined as any number of comments or actions that are known, or ought reasonably to be known, to be unwelcome. Harassment can occur based on any of the grounds of discrimination identified in this Policy, and can involve words or actions that are known or should be known to be offensive, embarrassing, humiliating, demeaning, or otherwise unwelcome, based on a ground of discrimination identified in this policy. Harassment can be physical or verbal, and it can take many forms, including but not limited to:

#### **3B-1 Disrespectful and/or discriminatory behavior**

For the purposes of this policy, disrespectful and/or discriminatory behavior is defined as any comment demeaning the dignity of a person or group, or ridiculing a person or group based on characteristics that are related to a ground of discrimination. Examples may include but are not limited to:

- comments, gestures, jokes, or other behaviors which are humiliating, persecuting, mobbing, ridiculing, belittling, offensive, hurtful, disparaging, traumatic, or which otherwise diminish an individual or group's dignity, integrity, or wellbeing,
- comments, epithets, remarks, jokes, or innuendos related to an individual or group's race, gender identity, gender expression, sex, disability, sexual orientation, creed, age, or any other ground of discrimination;
- singling out an individual or group for humiliating or demeaning "teasing" or jokes based on any ground of discrimination;
- deliberately excluding an individual or group from relevant activities or otherwise attempting to discredit, socially isolate, or disempower an individual or group;
- spreading false information about an individual or group;
- diminishing an individual's self-worth and self-confidence;



- displaying or circulating, whether in print form or via electronic means, images or materials which are racist, pornographic, or otherwise offensive to or discriminatory against an individual or group;
- hostile or derogatory remarks and taunts; and
- unwelcome invitations or requests, whether indirect or explicit.

**Note:** 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 welcome or acceptable.

### **3B-2 Sexual and gender-based harassment**

For the purposes of this policy, sexual and gender-based harassment is defined as any comment, conduct, gesture, or contact of a sexual or gender-based nature that is unwelcome and that is likely to cause offence, embarrassment, or humiliation to an individual or group. Sexual and gender-based harassment may be intentional or unintentional, physical or verbal, and it can take many forms. Examples may include but are not limited to:

- unwelcome physical contact that is sexual or gender-based, including touching, groping, grabbing, patting, pinching, hugging, or brushing up against another individual's body;
- unwelcome flirtations or propositions of physical intimacy, whether indirect or explicit;
- unwelcome gender-related comments about a person's physical characteristics, mannerisms, or clothing;
- unwelcome epithets, slurs, derogatory terms, taunting, threats, and other language that is sexual or gender-based;
- persistent expression of sexual interest after being informed that such interest is unwelcome;
- spreading sexual rumors;
- rough, blue, lewd, ribald, vulgar, explicit, suggestive, or otherwise inappropriate humor, innuendoes, or comments of a sexual nature;
- rough, blue, lewd, ribald, vulgar, explicit, suggestive, or otherwise inappropriate humor, innuendoes, or comments about members of a specific sex or gender;
- displaying or circulating, whether in print form or via electronic means, sexually explicit or suggestive images;
- inappropriate staring or leering;
- bragging about sexual prowess or questions or discussions about sexual activities; and
- behavior and actions which are gender-based and paternalistic that undermine a person's self-respect or position of responsibility.

**Notes:** If a person does not explicitly object to sexually harassing behavior, or appears to be going along with it, this does not mean that the behavior is welcome or acceptable. The ITI employees, instructors, show directors, and volunteers are expected to maintain a professional relationship with, and a professional distance from, attendees, clients, students, fans, and other



associates of the ITI.

### **3B-3 Sexual and gender-based solicitation**

For the purposes of this policy, sexual and gender-based solicitation is defined as any comment, conduct, gesture, or contact of a sexual or gender-based nature that might, on reasonable grounds, be perceived as soliciting sexual favors or otherwise placing a condition of a sexual nature on an individual or group's participation, employment, working conditions, opportunities for advancement, or other benefits. Examples may include but are not limited to:

- unwelcome invitations or requests of physical intimacy, whether indirect or explicit;
- demands for dates or sexual favors; and
- inciting others to perform sexual favors.

**Notes:** If a person does not explicitly object to sexual solicitation, or appears to be going along with it, this does not mean that the sexual solicitation is welcome or acceptable. The ITI employees, instructors, show directors, and volunteers are expected to maintain a professional relationship with, and a professional distance from, attendees, clients, students, fans, and other associates of the ITI.

### **3C DISCRIMINATION**

The ITI does not tolerate discrimination against an individual or group based on one or more of the following grounds:

- Sex;
- Sexual orientation;
- Gender identity;
- Gender expression;
- Family status;
- Marital status;
- Race;
- Color;
- Ancestry;
- Ethnic origin;
- Place of origin;
- Nationality;
- Citizenship;
- Religious affiliation;
- Creed;
- Age;
- Ability;
- Record of offences;
- Perception that one of the above grounds applies; and



- Association or relationship with a person identified by one of the above grounds.

For the purposes of this policy, discrimination is defined as means of any form of unequal treatment based on one or more of the above grounds, whether imposing extra burdens or denying benefits. Discrimination may be intentional or unintentional, it can take many forms, and its presence may be obvious or subtle. It may involve direct actions that are discriminatory on their face, or it may involve rules, practices, or procedures which appear neutral, but which disadvantage certain groups of people. Where there are many factors affecting a decision or action, if even one factor is discriminatory, it constitutes a direct violation of this Policy.

**Note:** ITI employees, instructors, performers, show directors, and volunteers are expected to proactively curtail severe and/or repeated discriminatory comments and actions so as not to create a poisoned work environment.

## **4 PROCESS**

### **4A WHAT TO DO IN RESPONSE TO ABUSE, HARASSMENT, OR DISCRIMINATION**

If you feel that you are being abused, harassed, or discriminated against contrary to this Policy, or if you know or suspect that someone else is, tell us! We want to hear from you! You can choose to respond by approaching the suspected offender directly, or by reporting a violation to the ITI.

#### **4A-1 APPROACHING THE OFFENDING INDIVIDUAL DIRECTLY**

You may choose to respond without immediately involving ITI leadership (though you can contact the ITI at any time) by advising the person engaging in the offending behavior that their behavior is unwelcome and asking them to stop it immediately.

The ITI supports this option only if you do not feel that your health, safety, or professional standing is in danger.

The ITI encourages you to keep a written record of any such incidents, including the relevant dates, times, locations, possible witnesses, details of what happened, and the affected individual or group's response. A written record will strengthen your case and help you to recall important information later.

#### **4A-2 REPORTING A VIOLATION**

If you feel that you are being, or have been, subjected to conduct in violation of this policy, or if you know of or suspect the occurrence of conduct in violation of this policy, we want to hear from you! You should promptly and confidentially inform any one of the following individuals at the ITI:

- Office Administrator ([office@theatresports.org](mailto:office@theatresports.org));
- President, Artistic Director, or any member of the Board of Directors



# International Theatresports Institute

If you are an employee or volunteer, and you feel that you are being, or have been, subjected to conduct in violation of this policy, or if you know of or suspect the occurrence of conduct in violation of this policy, you should immediately contact the office administrator, who will immediately document the incident in writing and inform the President and Advisory Board of Directors.

Once the ITI receives your oral or written report, it will be kept in the utmost confidence, subject to any legal requirements to the contrary, or until maintaining utmost confidentiality serves to make the investigation and/or resolution of the alleged violation difficult or impossible.

**Note:** If you are alleging sexual harassment, you have the right to also make a complaint to the Alberta Human Rights and Citizenship Commission. If you are alleging assault or sexual assault, you have the right to also contact the police to lay criminal charges.

**Note:** The President, Advisory Board and Office Administrator have an affirmative duty to report any criminal act that is made known to them, or that they reasonably suspect has occurred, to the police. The President, Advisory Board and Office Administrator have an affirmative duty to report any violation of this Policy that is made known to them, or that they reasonably suspect has occurred, to the Board of Directors. If you are under 18 years of age at the time you allege harassment or sexual harassment, the President is required by law to inform your parents or legal guardians.

## **4B THE INVESTIGATION**

After a report is received, the ITI will immediately begin an investigation. The investigation panel shall be composed of two people: the individual at the ITI that the complainant initially contacted with their report, and a separate member of ITI Board of Directors, selected by the Advisory Board at their sole discretion.

To better investigate a complaint, the ITI may seek outside professional advice, including, but not limited to, legal advice and human resource advice, in order to ensure an efficient, effective and fair investigation. Any professional assisting an ITI investigation will be bound by a duty of confidentiality.

All investigations will be handled on a case-by-case basis in the following stages:

### **4B-1 INFORMATION GATHERING**

The investigation panel will interview the complainant first, followed by any witnesses (separately), and finally the offender (separately).

All information gathered will be kept in the utmost confidence, subject to any legal requirements to the contrary, or until maintaining utmost confidentiality serves to make





the investigation and/or resolution of the alleged violation difficult or impossible. The investigation panel will endeavor to make this process as timely, comfortable, and unbiased as possible as it gathers the facts relevant to the situation.

#### **4B-2 DETERMINATION**

The investigation panel will compile and analyze the information and come to a determination as to whether or not the allegations of a breach of this Policy are substantiated, based on the evidence gathered.

The investigation panel will then draft a report. The report will contain, at minimum, a detailed timeline of the complaint, a summary of the evidence gathered, the investigation panel's final determination, and the reasons for that determination. The investigation panel will deliver a copy of the report to the Advisory Board, who will make the final determination and take such action as they deem necessary under the circumstances to resolve the matter. Although the Advisory Board should carefully consider the investigation panel's report in arriving at a final determination, they are not bound to agree with the investigation panel or follow its determination.

#### **4B-3 RESOLUTION**

Should the Advisory Board determine that the investigation discloses insufficient grounds or basis to substantiate a violation of this Policy, the ITI will inform the complainant and the alleged offender of this determination. No corrective action will be taken, and no record of the reported violation will be placed on the respondent's employment file, if any.

Should the Advisory Board determine that the investigation discloses sufficient grounds or basis to substantiate a violation of this Policy, the ITI will inform the complainant and the alleged offender of this determination. A record of the reported violation will be placed on the respondent's employment file, if any.

The organization will take such disciplinary, educational, and/or other corrective action as the Advisory Board deems appropriate under the circumstances, according to the evidence gathered, and at his or her sole discretion. The corrective action taken shall be reasonably calculated to reasonably address the effects on the complainant and to prevent any further unacceptable conduct.

Examples of corrective action include but are not limited to termination, removal of the offender from a volunteer or directorial role, removal of the offender from a teaching position, removal of the offender from a class without refund or compensation, removal of the offender from the cast, or revocation of a performer's ability to participate in or attend ITI performances and events. Criminal and/or civil charges may be brought against the alleged offender.

#### **4B-4 NO RETALIATION**

No individual who reports a potential violation, or who assists the ITI in an investigation



into a potential violation, will be subjected to retaliation. Anyone who feels that they have been the victim of, or threatened with, retaliation should immediately inform one of the individuals identified above (**4A-2 REPORTING A VIOLATION**).

Regardless of the final determination, the ITI will protect the individual who made the initial report, and anyone else who gave information as part of the investigation, from any form of retaliation by peers, co-workers, superiors, co-participants, or otherwise, including but not limited to dismissal, demotion, denial of opportunities within the organization, and harassment of an individual as a result of them having made a report or having provided evidence as part of an investigation into the reported violation.

## **5 RESPONSIBILITY**

It is the responsibility of all performers, volunteers, instructors, students, employees, and members of the ITI to take immediate and appropriate action to report or deal with incidents of abuse, harassment, or discrimination of any type, whether personally observed or brought to their attention. Under no circumstances should a complaint made in good faith be dismissed or downplayed.