

LANGHAM ★ COURT ★ THEATRE

Harassment Policy

1. Introduction

The Victoria Theatre Guild and Dramatic School Society (at Langham Court Theatre) is a community theatre where the word “community” refers both to the community that we serve and, equally important, to the community of members that work together to create our productions and support our program of activities.

2. Consistent with the *B.C. Human Rights Code*, “harassment” means:

Harassment occurs when a person or group is subjected (often repeatedly) to unwelcome comments or behaviour that is insulting or demeaning, or is otherwise offensive. Harassment is harmful because it attacks the dignity and self-respect of the victim. In B.C., it is against the law to harass a person because of their race, colour, ancestry, place of origin, religion, marital or family status, sex, sexual orientation, physical or mental disability, or age. Employers, landlords, and other service providers have a responsibility to provide a harassment-free environment for their employees, tenants, and customers.

2. Right to feel safe

Everyone who participates in activities at the Victoria Theatre Guild has the right to feel safe and to be treated with dignity. This includes the right to report any alleged incident and have the report taken seriously.

3. Society obligation

As the host society, the Victoria Theatre Guild has a responsibility to promote a culture of personal safety and to set up and oversee a process that transparently addresses any instances where participants feel unsafe.

4. Community member obligation

While engaged as members or participants in the activities of the Victoria Theatre Guild, no person shall cause or participate in the harassment of another person.

5. Procedure for dealing with harassment concerns

All complaints will be taken seriously. The rights of all concerned will be respected. People are encouraged to use these steps to address incidents of alleged harassment internally.

5.1. A person who believes that he or she has been subjected to harassment is encouraged to first clearly and firmly make known to the alleged harasser that the harassment is objectionable and must stop.

5.2. Where this cannot be done, or is unsuccessful, the person should report the alleged harassment to one of the following persons designated by the Victoria Theatre Guild to receive complaints of harassment:

- The General Manager of the theatre; or
- The producer or director of the show in which the person is working (if the alleged incident occurs in the course of a show) who will then inform the General Manager of the theatre.

5.2.1 The General Manager may consult the committee responsible for human resources issues at the Victoria Theatre Guild for assistance to address the complaint.

5.3. The General Manager, with the assistance of the committee (if involved), will: notify the alleged harasser of the complaint; provide the alleged harasser with information concerning the circumstances of the complaint; and undertake a confidential investigation.

5.4. Where appropriate, the General Manager may draw on the resources of the board to assist in the confidential investigation. The board in turn may draw on external resources as necessary.

5.5. Following the conclusion of the investigation, the General Manager will inform the complainant, the alleged harasser, and the board of the results of the investigation.

6. Confidentiality

No member of the Victoria Theatre Guild will disclose the identity of the person(s) involved or the circumstances of the complaint, except where disclosure is necessary for the purposes of investigating in relation to the complaint, or where such disclosure is required by law.

7. For more information

Human Rights in British Columbia

<http://www.ag.gov.bc.ca/human-rights-protection/> <accessed February 9, 2014>