



Harassment and Discrimination Policy

A welcoming theatre community with a passion for creating vibrant, engaging entertainment

1. Introduction

Langham Court Theatre Society 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. For the purpose of this policy, “member” is considered to include any individual engaged in the activities of Langham Court Theatre. This policy does not extend to activities that simply occur on the premises, but are not actually run by Langham Court Theatre.

2. Consistent with the *B.C. Human Rights Code*

In B.C., it is against the law to harass or discriminate against a person because of their race, colour, ancestry, place of origin, religion, marital or family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age. These personal characteristics are “prohibited grounds” for adverse or differential treatment.

Harassment occurs when a person or group is subjected to unwelcome comments or behaviour that is insulting or demeaning, or is otherwise offensive. Discrimination includes when a person or group is treated badly or denied an opportunity and one of the “prohibited grounds” listed above is at least one factor in the poor treatment or the denial.

Discrimination does not need to be intentional to be against the law.

Harassment and discrimination are harmful because they attack the dignity and self-respect of the victim. Employers, landlords, and other service providers have a responsibility to provide their employees, volunteers, tenants and customers an environment free of both harassment and discrimination. This includes Langham Court Theatre.

Harassment and discrimination are legally defined actions. Situations where an individual perceives ill treatment to have occurred that fall outside of those definitions are not within the scope of this policy, but may be addressed through Langham Court Theatre’s Guidelines for Respectful Communication.

3. Right to feel safe

Everyone who participates in or attends the activities of Langham Court Theatre has the right to feel safe and to be treated with dignity. This includes the right to report any alleged incident and to have the report taken seriously.

4. Society obligation

As the host entity, Langham Court Theatre 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.

5. Community member obligation

While engaged as members or participants in the activities of Langham Court Theatre, no person shall cause or participate in harassment of or discrimination against another person.

6. Procedure for dealing with harassment or discrimination concerns

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

6.1. A person who believes that they have been subjected to harassment or discrimination is encouraged to first clearly and firmly make known to the individual(s) alleged to be responsible that the harassment or discrimination is objectionable and must stop.

6.2. Where 6.1 cannot be done safely or does not result in a satisfactory outcome, the person may seek to draw on the resources of the supervising person(s) in relation to which the act occurred. This may include persons such as the General Manager, or a producer, director, stage manager, workshop leader, etc.

6.3. Where either 6.1 or 6.2 result in a satisfactory outcome, the person(s) involved are requested to contact the Ombudspersons in order that a confidential record of the incident and its successful resolution may be created.

6.4. Where neither 6.1 nor 6.2 can be done safely or do not result in a satisfactory outcome, the person with the complaint should seek a meeting with one of the Ombudspersons to talk about the issue and the next possible steps. A meeting with an Ombudsperson will be confidential and outcomes may include, but are not limited to, no further steps, a mediated discussion, request for apology or the filing of a formal, written complaint.

6.5. If a formal, written complaint is to be filed, the person should set out the facts of the alleged harassment or discrimination, including the roles and actions of those involved, and provide that written report to the Ombudsperson.

6.6. The Ombudsperson will:

- notify the alleged individual(s) responsible of the complaint;
- provide the alleged individual(s) responsible with information concerning the circumstances of the complaint;
- undertake a confidential investigation; and
- attempt to address or resolve the complaint.

6.7. Where appropriate, the Ombudspersons may draw on the resources of the board, or on external resources, as necessary to assist in the confidential investigation and / or the resolution of the complaint.

6.8. Following the conclusion of the investigation and any attempts to address or resolve the complaint, the Ombudspersons will inform the complainant and the alleged individual(s) responsible of the results of the investigation and the resolution of the complaint, if any. While preserving the confidential nature of the complaints process, the Ombudspersons will also provide the General Manager and the board with a general, written summary of the investigation and the resolution of the complaint, if any, to be kept as a confidential record of the incident.

7. Confidentiality

No member of Langham Court Theatre will disclose the identity of the person(s) involved or the circumstances of the complaint, except where disclosure is necessary for the purposes of the investigation of the complaint, or where such disclosure is required by law. Disclosure for any other purpose is subject to sanctions and may result in expulsion from the Society.

8. Authority of the Board

If an incident is not resolved satisfactorily, nothing in this policy affects the authority of the board to address the incident, including imposing sanctions permitted under the bylaws such as expulsion from the Society.

9. For more information

Human Rights in British Columbia: What you need to know

<https://www2.gov.bc.ca/assets/gov/law-crime-and-justice/human-rights/human-rights-protection/what-you-need-to-know.pdf> <accessed October 17, 2017>

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