

K-W MUSICAL
PRODUCTIONS

KWMP

KWMP Code of Conduct

Including KWMP Safe Creative Spaces
(Anti-harassment) Policy

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KWMP Code of Conduct

For over 70 years, Kitchener-Waterloo Musical Productions (KWMP) has been providing high quality amateur community theatre which focuses on cultivating local talent, creating competitive sustainable theatre, participating in outstanding community engagement, and nurturing an inclusive culture.

The Board of Directors is committed to maintaining community involvement and making sure everyone feels comfortable, safe, and respected in the KWMP creative space.

The main objective for all involved is to create a safe, accepting, and respectful environment while having fun and providing opportunities for members to volunteer with KWMP.

This Code of Conduct is intended to promote a safe, comfortable, and respectful environment for all KWMP members and to ensure that KWMP and the Board of Directors follow through with creating and maintaining this standard.

The Code of Conduct applies at all times when volunteers are engaged in activities at, or are representing, KWMP.

IMPORTANT NOTE: All members volunteering with KWMP in any capacity are required to read this document. Once read, members must sign and return the final page of this document to the Wellness Director to indicate your commitment to this Code of Conduct.

General Expectations

Members are expected at all times to:

- Treat one another with dignity and respect
- Maintain the integrity of the KWMP building and any rented theatre when present
- Conduct themselves in a manner that promotes positivity, encouragement, and inclusion.

Code of Conduct Principles

Respect of the Production Process

Each KWMP production is created with an enormous amount of planning, coordination, and dedication of the creative and production teams. As a result, each member of the production needs to adhere to the following rules in order to keep rehearsals running efficiently:

- a) Any known absences (other commitments, vacations, etc) need to be communicated to the creative team prior to the production schedule/at casting so that rehearsals can be planned effectively and all members' time is used efficiently;
- b) If absences come up after casting and schedule, they need to be communicated with adequate notice so that rehearsal schedules can be amended if needed/possible;
- c) Illnesses and emergencies happen. If they do and you need to miss rehearsal, the production or stage manager needs to be notified as soon as possible either by email or text prior to the rehearsal.
 - i) Ideal timing is 3 days prior (ie. death in the family, work-related issue).
 - ii) If you are ill, please work to give advance timing before the day of (ie. call the production manager/stage manager to give notice that you may be absent)
 - iii) Unless you are exceptionally ill or very contagious, it would be expected for people to attend rehearsals (and sit out if needed) as a lot of direction and information can still be received and learned;
- d) Common courtesy at all times: During rehearsals, attention should be paid to the person running the rehearsal or talking/giving notes. Side conversations and chatting should be kept to a minimum.

IMPORTANT NOTE: Absences without notification, or absences without appropriate notice will be dealt with person-to-person by the production team and the member.

**Two(2) or more unexplained absences may result in the expulsion from the show.
Absences without any notice or no-shows may be considered as two(2) absences.**

Respect of the building/creative space (including the theatre)

Both the KWMP building and any theatre space that we rent need to be treated with respect by all the people who use them in order to keep the spaces clean, tidy, safe, and in shape for all the others that use them.

- a. If you make a mess, clean it up.
- b. Please keep all rehearsal spaces clean and clear of food and drink.
- c. Please keep any snacks or food nut-free.
- d. The toilets in the washrooms are easily clogged. Please limit the amount of paper that is flushed at one time, and do not flush anything but toilet paper down the toilet.
- e. If you use chairs or tables, please restack and return them to where you have found them.
- f. The kitchen should be kept clean, and any dishes or items used should be cleaned, dried, and put away before leaving the space.
- g. If garbages are full, tell someone who can empty them appropriately.
- h. If it's not your mess, feel free to clean it up...this is your rehearsal space. While garbages and messes shouldn't be left in the first place, we shouldn't walk by and do nothing as well.

NOTE: Sometimes during the production rehearsal process, we have a renter using the space. If this is the case, all props, sets, and any other items will need to be stored in the trailer or outside the rehearsal space in order to keep it clean for the renter and ensure our items do not get damaged or moved.

Respect of People

KWMP is committed to develop, maintain and enforce a safe creative space for all members that volunteer in any capacity with the organization. A comprehensive policy, KWMP Safe Creative Spaces, is included on pages 7-10 of this document.

The goal of the KWMP Safe Creative Spaces policy is to:

- Stop harassment before it starts;
- Define what harassment is/is not and differentiating between different forms of harassment;
- Emphasize collective responsibility by encouraging subjects as well as witnesses to come forward when they experience or observe harassment;
- Empower action through a dedicated Wellness Director and anonymous reporting.
- Since we do work with minors, all members of the creative team will be subject to a police check.

Complaints

If there are any issues, this is our recommended process. If you do not feel comfortable, move on to the next person. We want to make sure you feel comfortable with the person you approach.

1. Address the person who has offended you directly.
2. Approach the stage manager.
3. Approach the Wellness Coordinator.

Any person who perceives that they have been subjected to unacceptable conduct and that the matter has not been satisfactorily resolved, may, without delay, make a complaint in writing to the standing Wellness Director.

The Wellness Director will provide an initial response within 5 working days of receiving notice of a complaint, take such action as they consider appropriate and report back in writing to the complainant and respondent on the results of the investigation and any corrective action that has been taken as a result.

Feedback and input can also be forwarded to the Wellness Director at wellness@kwmp.ca.

ALL COMPLAINTS, FEEDBACK, AND INPUT WILL BE KEPT CONFIDENTIAL.

Revisions to the Code of Conduct

This document is a work in progress and will be refined continually as it is used within the company.

Any suggestions, amendments, or other can be forwarded to the Wellness Director at wellness@kwmp.ca

KWMP Safe Creative Spaces Policy

NOTE: Items marked with a * have been taken or adapted from the Canadian Actors' Equity Association Program *Not in Our Space!*

This document is a MANDATORY read for all members volunteering with KWMP in any capacity.

Purpose of the KWMP Safe Creative Spaces

The goals of the KWMP Safe Creative Spaces are to:

- Stop harassment before it starts;
- Define what harassment is/is not and differentiating between different forms of harassment;
- Emphasize collective responsibility by encouraging subjects as well as witnesses to come forward when they experience or observe harassment;
- Empower action through a dedicated Wellness Director and anonymous reporting

What is Harassment?*

Defined as "offensive or intimidating behaviour that is unwelcome". It can occur in the form of bullying for any reason categorized as personal harassment or specifically as sexual harassment through any form of sexualized treatment.

- The behavior can be direct or indirect, obvious or subtle, active or passive.
- It can take the form of written, verbal, physical, electronic or any other form of expression.
- Harassment can be physical, psychological or a combination of the two.
- Conduct considered unacceptable includes violence, harassment of one person by another, or others, on any basis, including: race, colour, religion, sex, sexual orientation, gender identity, gender expression, marital status, national origin, disability or any other prohibited ground of discrimination recognized under the *Human Rights Act* of Ontario. And it includes sexual violence and harassment.
- The *impact on the subject* of harassment, not the intent of the harasser, defines harassment. "I didn't mean to offend" or "It was meant as a joke" are not legitimate excuses.
- Harassment can be one incident or repeated incidents (it is often several incidents that occur over a period of time). Remember, a single incident can have a severe impact on the subject.

What is NOT Harassment?*

The behaviours of individuals that are not considered harassment are those that arise from a relationship of mutual consent.

Respectful workspace banter and interactions, such as a hug between friends, mutual flirtation and a compliment on physical appearance between peer colleagues where there is no power imbalance are not considered harassment. There would likely be a power imbalance between a director, producer, patron or Wellness Director and an actor or another production manager.

Day-to-day issues related to performance (i.e. providing direction to an individual in order to have the person improve their performance), absenteeism, discipline and even dismissal – as long as they respect company agreements and policies are reasonable and not abusive or discriminatory – should not be interpreted as harassment.

However, a workspace disagreement, when poorly handled or left unresolved, can lead to harassment.

Who is responsible to report harassment?

Everyone. Being a part of KWMP means you take on the responsibility of communicating and reporting any acts that fit within the "Harassment" section above. You have the power to address the situation or to bring it forward to someone who can deal with it in the appropriate manner. If it has happened to you, if you have witnessed something, or if someone has confided in you about something that has happened to them – you have a responsibility to help them resolve the situation or report the incident to an appropriate person.

Who should harassment be reported to?

Collective oversight is the greatest asset in keeping spaces respectful. Stage managers, production managers, board of directors members, and the Wellness Director are all individuals you can speak to about your concerns. Trusted cast members may also be allies.

The colleague that you approach for support and guidance is a very personal choice. Remember, there are many community members that want to help you.

If there are any issues, this is our recommended process. If you do not feel comfortable, move on to the next person. We want to ensure you feel comfortable with the person you are approaching.

1. Address the person who has offended you directly.
2. Approach the stage manager.

3. Approach the Wellness Coordinator.

KWMP Reporting Process for Harassment

Any harassment claim will be investigated by the Wellness Director.

Any person who perceives that they have been subjected to unacceptable conduct and that the matter has not been satisfactorily resolved, may, without delay, make a complaint in writing to the standing Wellness Coordinator.

The Wellness Coordinator will provide an initial response within 7 working days of receiving notice of a complaint, take such action as they consider appropriate and report back in writing to the complainant and respondent on the results of the investigation and any corrective action that has been taken as a result.

Each situation will be treated on a case-by-case basis, however, all will follow a similar process:

1. Initial information collection
2. Review of information with both parties
3. Going-Forward Decision

Ontario Work, Health & Safety Definitions

The *OWHSA* defines “workplace violence” as:

- (a) the exercise of physical force by a volunteer against a volunteer in a workplace, that causes or could cause physical injury.
- (b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,
- (c) a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

It defines “workplace harassment” as:

- (a) engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome; or
- (b) workplace sexual harassment.

And it goes on to define “workplace sexual harassment” as:

- (a) engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- (b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome

Harassment is often based on the perceptions of people – having something said or done to them that causes distress or discomfort. It can be culturally based – what is accepted in one culture may be inappropriate in another. However, one’s culture or ethnic background is not a legitimate excuse for inappropriate or unwanted behaviour or actions. Awareness and understanding of conditions causing harassment is crucial to maintaining good relationships among employees, volunteers and the public.

Harassment can include, but is not limited to, slurs, epithets, teasing, threats, verbal or physical abuse, derogatory comments or jokes, and the display or distribution of derogatory pictures or material.

Sexual harassment may include, but is not limited to, the following sorts of unwelcome conduct: comments or jokes of a sexual nature, the display or distribution of pornographic pictures or material, inappropriate or uninvited touch or contact, sexual advances, requests for sexual favours, verbal or physical conduct of a sexual nature, or, sexual assault.

Commitment: KWMP Code Of Conduct

PLEASE SIGN AND RETURN THIS DOCUMENT WITH YOUR REGISTRATION PACKAGE
TO THE WELLNESS DIRECTOR AT wellness@kwmp.ca

I, _____, have read and understood the KWMP Code of
Conduct as well as the KWMP Safe Creative Spaces document.

I commit to adhering to the codes outlines in the document for respect of
process/directors, respect of the building/creative space and respect of people as
long as I am a member of KWMP..

I commit to speak up if I see or am victim to any harassment in the KWMP Space.

I am committed to doing my part to make KWMP a safe, accepting and respectful
space where we all can enjoy and appreciate the art that we create together.

Signature

Date