

ANTI-HARASSMENT AND ANTI-DISCRIMINATION POLICY

The Toronto Fringe is committed to providing an environment free of discrimination and harassment, where all individuals are treated with respect and dignity, can contribute fully and have equal opportunities.

Under the Ontario *Human Rights Code*, every person has the right to be free from harassment and discrimination. Harassment and discrimination will not be tolerated, condoned or ignored at The Toronto Fringe. If a claim of harassment or discrimination is proven, disciplinary measures will be applied, up to and including termination of employment or in the case of participant or patron, banning from the events presented by The Toronto Fringe.

The Toronto Fringe is committed to a comprehensive strategy to address harassment and discrimination, including:

- providing training and education to make sure everyone knows their rights and responsibilities
- regularly monitoring organizational systems for barriers relating to *Code* grounds
- providing an effective and fair complaints procedure
- promoting appropriate standards of conduct at all times.

Harassment at The Toronto Fringe is not tolerated. Employees or volunteers who are found to have harassed another individual may be subject to disciplinary action. This policy applies to all current employees of The Toronto Fringe including full and part-time, casual, contract, permanent and temporary employees. This policy also applies to job applicants. This policy applies to all behaviour that is in some way connected to work, including during off-site meetings, training and on business trips.

This policy also pertains to any persons who are demonstrating anti-discrimination or harassment and are present at a gathering due to the Toronto Fringe; this includes and is not limited to; the theatres we rent, the Fringe club during the summer, the tent at Next Stage Festival and our Fringe Kids Club.

Kelly Straughan, Executive Director (exec@fringeontoronto.com) and Lucy Eveleigh, Managing Director (manager@fringeontoronto.com) will be responsible for making decisions related to this policy. Anyone who feels they have been harassed or discriminated against can email either or both at the above emails and know that the information will be treated with the strictest of confidentiality. If a person would rather remain anonymous we have posted a form that anyone can fill in and return and will only be seen by the above two staff members.

Definitions of Harassment is:

- offending or humiliating someone physically or verbally;
- threatening or intimidating someone; or
- making unwelcome jokes or comments about someone's race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability or pardoned conviction.

Sexual harassment is:

- offensive or humiliating behaviour that is related to a person's sex;
- behaviour of a sexual nature that creates an intimidating, unwelcome, hostile or offensive work or social environment; or
- behaviour of a sexual nature that could reasonably be thought to put sexual conditions on a person's job or employment opportunities.

The Toronto Fringe is responsible for:

- providing all employees and volunteers a harassment-free workplace.

Lucy Eveleigh/Kelly Straughan are responsible for:

- the administration of this policy;
- reviewing this policy annually, or as required; and
- making necessary adjustments to ensure that this policy meets the needs of the organization.

They are also responsible for:

- ensuring that this policy is applied in a timely, consistent and confidential manner;
- determining whether or not allegations of harassment are substantiated; and
- determining what corrective action is appropriate where a harassment complaint has been substantiated

Employees/Volunteers are responsible for:

- treating others with respect in the workplace;
- reporting harassment to Lucy Eveleigh/Kelly Straughan
- cooperating with a harassment investigation and respecting the confidentiality related to the investigation process;

Employees/Patrons/Artists and Volunteers can expect:

- to be treated with respect in the workplace;
- that reported harassment will be dealt with in a timely, confidential and effective manner;
- to have their rights to a fair process and to confidentiality respected during a harassment investigation; and
- to be protected against retaliation for reporting harassment or cooperating with a harassment investigation.

Procedures for Addressing a Harassment Complaint Filing a Complaint:

1. A person may file a harassment complaint by contacting Lucy Eveleigh or Kelly Straughan
2. The complaint may be verbal or in writing.
3. If the complaint is made verbally, Lucy Eveleigh or Kelly Straughan will record the details provided by the person
4. The person should be prepared to provide details such as what happened; when it happened; where it happened; how often and who else was present (if applicable). Complaints should be made as soon as possible but no later than within one year of the last incident of perceived harassment, unless there are circumstances that prevented the person from doing so.

5. Lucy Eveleigh or Kelly Straughan will tell the person that the harassment complaint has been made against, either in writing or in person, that a harassment complaint has been filed. The letter will also provide details of the allegations that have been made against him or her.
6. Every effort will be made to resolve harassment complaints within 2 days.
7. Lucy Eveleigh or Kelly Straughan will advise both parties of the reasons why, if this is not possible. If either party to a harassment complaint believes that the complaint is not being handled in accordance with this policy, he or she should contact Lucy Eveleigh or Kelly Straughan.

Substantiated Complaint

If a harassment complaint is substantiated,

Lucy Eveleigh or Kelly Straughan will decide what action is appropriate. Remedies for the person who was harassed may include: an oral or written apology; compensation for lost wages; compensation for any lost employment benefits such as sick leave; and compensation for hurt feelings. Corrective action for the person found to have engaged in harassment may include: a reprimand; a suspension; a transfer; a demotion; and/or dismissal. Both parties to the complaint will be advised, in writing, of the decision.

Other Redress

An employee who is not satisfied with the outcome of the harassment complaint process may file a discrimination complaint with the Canadian Human Rights Commission.

Privacy and Confidentiality

All parties to a harassment complaint are expected to respect the privacy and confidentiality of all other parties involved and to limit the discussion of a harassment complaint to those that need to know.

The Toronto Fringe and all individuals involved in the harassment complaint process, will comply with all requirements to protect personal information.

The Toronto Fringe will review this policy and procedures on an annual basis, or as required, and will make necessary adjustments to ensure that it meets the needs of all employees.

Enquiries about this policy and related procedures can be made to Lucy Eveleigh,
manager@fringetoronto.com

Date: 12th July 2016