



# Hood & Dagger Productions Respectful Workplace Policy

## Purpose

Hood & Dagger Productions (H&D) is committed to an ethical and respectful environment. This policy provides direction and measures to assist Board Members in recognizing, preventing, and effectively addressing disrespectful behaviour including sexual harassment and bullying.

## Policy Statement

H&D is committed to fostering a work environment that is respectful and free of all forms of harassment, including sexual harassment and bullying. A respectful workplace requires the cooperation and support of everyone. Board Members must set a positive example and avoid behaving disrespectfully, including behaviour that would reasonably offend, intimidate, embarrass, or humiliate others, whether deliberately or unintentionally. Disrespectful behaviour, sexual harassment, harassment, and/or bullying will not be tolerated. Anyone who experiences or witnesses behaviour in violation of this policy is encouraged to address it using the process outlined in this policy. More serious forms of inappropriate behaviour (e.g. sexual harassment, harassment/bullying, and/or workplace violence) should be reported immediately to the Production Manager, Stage Manager, and/or Artistic Director. If those options are not possible, an arms-length Board Member may be contacted by emailing "hooddaggerboard@outlook.com".

Board Members are obligated to address an issue they have been made aware of, if necessary to maintain a harassment-free environment. If a Board Member observes or is advised of more serious forms of inappropriate behaviour (e.g. sexual harassment, harassment/bullying and/or workplace violence), they must not wait until a formal complaint is made to address it; rather, they have a responsibility to address it immediately.

## Objectives

This policy aims to foster, maintain, and provide guidance for a respectful workplace free of harassment, including sexual harassment and bullying, where all treat others with respect, dignity, and fairness and have a clear understanding of their responsibilities, the options and process for reporting, and how to address violations of this policy.

To achieve these objectives, this policy outlines three steps in addressing inappropriate behaviour.

- Step 1: Assessing the Options Available
- Step 2: Addressing Inappropriate Behaviour, informally or formally
- Step 3: Ensuring Workplace Restoration

This policy is not intended to:

- Discourage or prevent anyone from exercising any legal right, including filing a complaint with the Manitoba Human Rights Commission.
- Discourage or prevent reporting unsafe working conditions through Workplace Safety and Health or contacting the appropriate authorities.
- Limit the Board's or Officers' right to manage.



## Principles

In accordance with the H&D Code of Conduct, Board Members are responsible at all times for their professional and ethical conduct and demonstrate respect for others. The following principles and practices also apply:

- Confidentiality and Anonymity.
- Timeliness.
- Reprisal / Retaliation: Reprisal is not permitted against an employee exercising their rights in good faith under this policy.
- False Allegations: If it is determined that a false complaint was deliberately made for frivolous or vindictive reasons, the person who made the false allegation may be subject to disciplinary action

The policy applies to inappropriate off-duty conduct that:

- Reflects negatively on H&D.
- Affects the Board's ability to perform their work duties effectively.
- Makes others reluctant to work with them.
- Restricts the ability to meet operational or production requirements.

## Responsibilities

Board Members must,

- Be responsible for their behaviour.
- Demonstrate respect at all times.
- Behave in a manner that will not reasonably offend, intimidate, embarrass, or humiliate others, whether deliberate or unintentional.
- Refrain from participating in all types of inappropriate behaviour that could reasonably be perceived to be disrespectful behaviour, sexual harassment, harassment, and/or bullying.
- Cooperate in the resolution process as required.
- Promote respectful environments, including modelling and inspiring exemplary behaviour.
- Ensure awareness and compliance with this policy
- Ensure there is no reprisal against anyone who has come forward or made a complaint in good faith.
- Ensure Board Members are aware of the policy and expected behaviours
- Intervene promptly once aware of sexual harassment, harassment, bullying, and/or workplace violence.
- Ensure complaints are handled fairly, confidentially, effectively, and in a timely manner.

Approved by H&D Board of Directors on August 10, 2024.

## Revision History

Revision #	What was changed	Why was it changed	Date/Approved By
1			