



# TIFF Code of Conduct

Toronto International Film Festival

## OVERVIEW

The Code of Conduct is intended to maintain and protect the Toronto International Film Festival's (TIFF) integrity, its resources and its organizational processes. While it is expected that good judgment be exercised, this Code of Conduct is intended to supplement circumstances where conflicts may arise.

## SCOPE

Unless otherwise specifically stated, the Code of Conduct refers to all TIFF employees (inclusive of directors and officers), interns, volunteers and independent contractors ("Affected Individuals").

## POLICY / ACCOUNTABILITY

All Affected Individuals, at all levels, are expected to avoid any situation in which their personal interests, or the interests of their family members or others with whom they are associated, may conflict or appear to conflict with the interests of TIFF or which would interfere with their ability to act in the best interests of TIFF. Furthermore, Affected Individuals must not make use of their association with TIFF for personal gain or benefit.

Affected Individuals are expected to conduct themselves in a manner consistent with the values and image that TIFF works to project. All should act with fairness, honesty, integrity and openness, while respecting the opinions of others and treating all with dignity and respect. Affected Individuals should refrain from any activity that may compromise or appear to compromise their capacity to adequately perform their role.

In addition, all Affected Individuals will promote the mission and objectives of TIFF in all dealings with any external person, organization or group on behalf of TIFF and within the organization.

If a law conflicts with a policy in this Code of Conduct, Affected Individuals must comply with the law.

## CONFLICT OF INTEREST

TIFF expects that Affected Individuals shall avoid any situation or involvement which might cause a conflict with their duty of loyalty to TIFF or even an appearance of a potential for conflict between their personal interests and those of TIFF. Affected Individuals should avoid any association or transaction which may tend to affect their judgement or ability to make decisions in the best interests of TIFF.



## **GIFTS & ENTERTAINMENT**

It is the policy of TIFF that personal gifts from any person with whom TIFF has, or intends to have, a business relationship should not be accepted if the personal gift could be perceived as affecting the judgment of the person receiving it or affect the relationship between such person and TIFF. If you are unsure as to whether a conflict may or may not occur, please speak to your supervisor or the Human Resources Department for guidance.

Gifts can be defined as items of value given to or by employees which include (but are not limited to):

- Consumer goods
- Promotional merchandise or items
- Token seasonal gifts
- Discounts on services
- Event tickets
- Meals/beverages
- Donations made in the organization's name to another charity/non-profit

However, even if no conflict is present, we ask that you apply a \$250 limit to all gifts, whether accepted or given. In special circumstances, the value of the gift may exceed \$250 (such as event tickets) at which time you should consult with your director. Again, if you are unsure about the application of this policy, we ask that you speak with your supervisor or Human Resources Department for guidance.

## **CONFIDENTIALITY OF INFORMATION & SYSTEMS**

Affected Individuals acknowledge that in the course of carrying out, performing and fulfilling their duties with TIFF, they will have access to and will be entrusted with detailed confidential information concerning TIFF and any confidential or proprietary information entrusted to TIFF by others. Affected Individuals further acknowledge that the disclosure of such detailed confidential information is highly detrimental to the interests of TIFF. Accordingly, Affected Individuals shall not disclose any secret or confidential information, or information which in good faith and good conscience ought to be treated as confidential, of which they have become aware in the course of their service with TIFF or at any time thereafter except as specifically authorized by TIFF, except when disclosure is authorized by TIFF or required by law. Violation of this term may result in disciplinary action up to and including dismissal for cause.

Affected Individuals will be required to be familiar with and adhere to TIFF's Privacy Policy.

## **POLITICAL ACTIVITY**

TIFF is a non-partisan organization. Accordingly, Affected Individuals are not permitted to engage in any partisan political activity as representatives of TIFF. This includes, but is not exclusive to, the use of Affected Individuals TIFF address, email address or phone number.



### **EMPLOYMENT OF RELATIVES (Employees only)**

TIFF may hire relatives of Employees, provided the relatives are not in a direct reporting relationship. The working relationship must not create the perception of a conflict of interest or breach of confidentiality. For the purpose of this policy, “relative” includes spouse (or common-law), partner, parent, brother, sister, child, aunt, uncle, niece, nephew or variation of one of these relationships.

“Relatives” will be interviewed and selected based on qualifications using the same process as all candidates.

If Employees begin a common-law or similar relationship with another Employee, this is acceptable as long as you do not supervise or report to this individual or as long as an actual or apparent conflict of interest does not arise. If this happens, please notify the Human Resources Department right away and TIFF will work with you to determine a mutually beneficial situation.

### **DISCRIMINATION, VIOLENCE & HARASSMENT**

#### **Discrimination:**

“Discrimination” - is any act, conduct, decision, standard or policy which creates a distinction between certain individuals or groups based on a prohibited ground and results in negative, adverse or differential treatment. Discrimination may be intentional or unintentional.

Prohibited grounds are defined in the Ontario Human Rights Code and include race, ancestry, place of origin, colour, ethnic origin, citizenship, creed/religion, sex, sexual orientation, gender expression and identity, age, marital status, family status or disability. Discrimination is usually based upon personal prejudices and stereotypical assumptions related to at least one of the prohibited grounds set out in this Policy.

#### **Workplace Violence:**

“Violence” – is the exercise of or attempted exercise of physical force by a worker against another worker in the workplace, that causes or could cause physical injury to the worker, or 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.

Violence also includes any incident in which a customer or visitor to the workplace threatens or assaults a worker of TIFF or where such a person is threatened or assaulted on TIFF premises.

#### **Harassment:**

“Harassment”- means engaging in a course of vexatious comment or conduct that is known, or ought reasonably to be known, to be unwelcome in a workplace and includes sexual harassment.



It may include unwelcome, unwanted, offensive, or objectionable conduct that may have the effect of creating an intimidating, hostile or offensive work environment; interfering with an individual's work performance; adversely affecting an individual's employment relationship; and/or denying an individual dignity and respect.

Harassment generally involves repeated activity but one incident may constitute harassment. It may be directed at specific individuals or groups.

Harassment grounded on race, ancestry, place of origin, colour, ethnic origin, citizenship, creed/religion, sex, sexual orientation, gender expression and identity, age, marital status, family status or mental or physical disability is prohibited by the *Ontario Human Rights Code*.

**“Sexual harassment” - means:**

- 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
- a. 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.

**Examples of “Unacceptable behaviour” are, but this is not limited to:**

- a. physically or psychologically aggressive behaviour
- a. threats of violence; whether oral or written
- b. intimidating, abusive or bullying behaviour that causes the recipient to have fear of physical violence

At TIFF, each Affected Individual has the right to be respected and to receive fair and equitable treatment. TIFF values diversity, recognizing that by bringing together Affected Individuals' unique experiences and strengths as members of a team, they enrich the workplace and our communities and advance TIFF's business interests.

TIFF is committed to providing and maintaining a work environment in which all Affected Individuals are free from workplace violence, workplace harassment, workplace sexual harassment and discrimination based on their race, ancestry, place of origin, colour, ethnic origin/identity, disability, citizenship, creed, sex (including pregnancy), sexual orientation, gender identity, age, marital status, family status, receipt of public assistance, record of offences, political affiliation, religion affiliation, language and/or socio-economic status. All TIFF Affected Individuals are responsible for conducting themselves in a manner that promotes a productive and positive work environment and exhibits respect for all individuals, including in their dealings with coworkers, clients, suppliers or the public. Affected Individuals of TIFF must not



discriminate against any stakeholder on any ground that is protected by human rights legislation.

### **CONSEQUENCES OF VIOLATING THE CODE**

Any individual covered by this Policy that is found to have violated this Policy in respect of harassment, discrimination, workplace violence or retaliation will be subject to immediate and appropriate disciplinary action, including but not limited to warnings, reprimands, demotion, reassignment, possible suspension or termination of employment.

TIFF will also take all responsive action necessary to correct the wrongful conduct, including disciplinary action, coaching, internal training and policy review, depending on the circumstances.

Affected Individuals are required to familiarize themselves with, and adhere to guidelines and procedures relating to violence, harassment and discrimination in the workplace as outlined in the **TIFF Respect in the Workplace Policy**. If you feel you are the victim of violence, harassment or discrimination, or if you feel another Affected Individual may be the victim of violence, harassment or discrimination, speak with your supervisor or contact the Human Resources Department.

### **ACKNOWLEDGMENT AND COMPLIANCE OF THE CODE OF CONDUCT**

Affected Individuals governed by this Code of Conduct shall have read and agree to abide by TIFF's Policies and Procedures Manual, Operating Principles and other operational policy documents, as created and amended from time to time. Failure to comply may result in disciplinary action up to and including termination of their employment, or other relationship, with TIFF for cause.

### **OPERATING PRINCIPLES**

In May 2000, TIFF adopted its Operating Principles: seven summary statements that speak to the affirmations of what those people at TIFF wanted in a workplace. These Operating Principles should always accompany the Code of Conduct to better understand its place in the day to day actions of the Organization. They include:

1. The Toronto International Film Festival recognizes its staff - full time, part time, seasonal, contract, intern and volunteer - is its key strength.
2. The organization is committed to on-going professional development of its staff.
3. The organization uses and universally applies well-documented HR policies and procedures.
4. The organization takes a long term, integrated approach to meeting its business challenges.
5. The organization is committed to providing excellence in customer service.
6. We communicate clearly and effectively with each other and our customers.
7. The organization provides a respectful, safe, healthy and productive work environment.

### **BREACH OF CODE OF CONDUCT**

Should you feel that the Code of Conduct has been breached and wish to discuss this breach, do not hesitate to bring your concerns to one of the following individuals:



- Your Supervisor
- For Volunteers, Senior Director, Festival Services & Event Production - Alyssa Kornet at [akornet@tiff.net](mailto:akornet@tiff.net)
- VP People & Culture, Marsha John-Greenwood at [mjohngreenwood@tiff.net](mailto:mjohngreenwood@tiff.net)
- Chief Executive Officer – Cameron Bailey at [cbailey@tiff.net](mailto:cbailey@tiff.net)
- Chair of Finance and Audit Committee - Michael Chisholm at [michael@evdonmusic.com](mailto:michael@evdonmusic.com)
- Chair, Philanthropy Committee - Ana Lopes at [ana@tapscott.com](mailto:ana@tapscott.com)
- Chair, Board Governance, Human Resources & Nominating Committee – Asha Daniere at [asha@ashadaniere.com](mailto:asha@ashadaniere.com)
- Chair of the Board - Jeffrey Remedios at [jeffrey.remedios@umusic.com](mailto:jeffrey.remedios@umusic.com)