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POLICY AND PROCEDURES

CIVILITY, ANTI-HARASSMENT AND ANTI-DISCRIMINATION POLICY

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INTRODUCTION

Danse-Cité hosts and works with artists and collaborators from several communities. Through its mission and activities, the company is committed to offering respectful and civil working conditions, fostering being together, free of harassment and discrimination. If a harassment or discrimination incident should occur, Danse-Cité is committed to protecting the identity of any parties involved. This confidentiality is crucial in the artistic community's ecology, where artists and cultural workers cross paths in different contexts that are conducive to informality and a certain level of intimacy.

This policy is in keeping with the Charter of Rights and Freedoms, acknowledging that every human being possesses intrinsic rights and freedoms, including the right to be respected, to the safeguard of their dignity, and to health, safety, and physical and psychological well-being. The policy is also in keeping with the Act Respecting Labour Standards that defines psychological and sexual harassment. Any form of incivility, discrimination, harassment, or assault, be it physical, psychological, or sexual, is a form of violation of basic human rights.

Thus, Danse-Cité is committed to implementing a global strategy to promote civility and to prevent discrimination and harassment, including

- 1.1 Training and education to ensure that everyone is aware of their rights and responsibilities.
- 1.2 Regularly evaluating internal systems to reveal potential obstacles regarding the stated goals of the Charter of Rights and Freedoms.
- 1.3 Fostering appropriate behavioural norms at all times.
- 1.4 Encouraging reporting as a first step to address a reprehensible situation.

- 1.5 Implementing an efficient and equitable complaint resolution process to repair said situations.

This policy is also part of a firm commitment to protect people at greater risk of discrimination, be they racialized, Indigenous, women, LGBTQIA+ or disabled.

GOALS

The current policy aims to:

- 1.6 Promote respecting civility and coexistence in all Danse-Cité workplaces.
- 1.7 Maintain a work environment free of incivility, discrimination, harassment, and assault, and foster respecting the dignity of others.
- 1.8 Ensure that all Danse-Cité members, collaborators, artists, and customers are informed that harassment and discrimination are unacceptable, incompatible with stated labour rights, as well as being illegal.
- 1.9 Contribute to awareness, education, and training in work environments to prevent reprehensible conduct and ensure that every person is treated equitably, without discrimination or harassment, regardless of their gender, sexual orientation, cultural heritage, and religious beliefs.
- 1.10 Create a work environment where discrimination issues can be addressed openly and in which every person is able to safely report any situation of abuse by fostering a culture of resolution through discussion.
- 1.11 Provide the necessary support to people believing that they are a victim of any form of incivility, discrimination, harassment, or assault, namely through establishing a complaint resolution process.

SCOPE

This policy applies to Danse-Cité's board members, employees, customers, and volunteers, regardless of their status. It equally applies to artists, artistic teams, companies, venues, and other temporary partners working with Danse-Cité.

DEFINITIONS

- 1.12 Toxic work environment: is created by comments or behaviours that permeate the work environment with incivility, discrimination, or harassment. These comments or behaviours may be directed to an individual or to nobody in particular, and can come from any person, regardless of their role or status. A single comment or action, if severe enough, can lead to such an environment.

- 1.13 Civility: well-mannered behaviour in the workplace and in society. It is manifest through respect, politeness, collaboration, and interpersonal skills. A contrario, incivility provokes discomfort in those who witness it, and, if repeated, undermines professional settings and relationships, and paves the way for harassment.
- 1.14 Discrimination: a kind of unequal treatment founded on a motive targeted in the Charter of Human Rights and Freedoms, burdening an individual or denying their rights to advantages. The act of discrimination can be intentional or unintentional. It can constitute direct discriminatory acts, or a rule, practice, or process that appears neutral but disadvantages certain groups or individuals. It can present itself obviously or subtly. In all occurrences, even though several factors might influence a decision or action, if discrimination is one of these factors, it constitutes a breach of this present policy.
- 1.15 Harassment or assault: comments or actions which we recognize or should reasonably recognize as inappropriate. They can be words or actions that are offensive, embarrassing, humiliating, degrading, or out of place, as described in the motives of discrimination in this present document. Harassment can arise from any factor of discrimination.
- 1.16 Sexual harassment or assault: a unilateral and undesired behaviour with sexual connotation. Undue pressure will be placed on someone, either for them to deliver sexual favours, or through being ridiculed for their sexual characteristics. This compromises an individual's integrity and their right to dignity.
- 1.17 Psychological harassment or assault: as defined in the Act Respecting Labour Standards, article 81.18, any vexatious behaviour in the form of repeated and hostile or unwanted conduct, verbal comments, actions, or gestures, that affects a person's dignity or psychological or physical integrity, and that results in a harmful work environment for this person. A single serious incidence of such behaviour that has a lasting harmful effect on a person may also constitute psychological harassment.
- 1.18 Reporting: the act of communicating a problematic situation to a third party informally, without lodging an official complaint. A victim can report, as can a third party (witness) who feels or perceives that the policy is not being respected. They can also informally intervene in the work context to resolve the situation. To ensure a proper resolution process, the victim or witness must address their report to a person in a position of authority (chair of the board of directors, general management, or ombudsman¹). The person receiving the report must follow up on the incident and resolution process.
- 1.19 Coexistence: Peaceful relations between people in their living environment.

¹ A neutral and impartial ombudsman is available to support people believing they are victims of incivility in the workplace or wanting to untangle a difficult situation. The ombudsman's services are free of charge and confidential. Services include:

- Listening to personal preoccupations and helping people identify available options to efficiently resolve difficult situations (conflict, incivility, harassment, discrimination, inequity, etc.).
- Coaching people to support them preparing for a difficult conversation or resolving a concerning situation.
- Intervening as a mediator to help people wishing to resolve conflicts.

PRINCIPALS

- 1.20 Danse-Cité expects its different members, collaborators, artists, and customers to behave well and appropriately to create a civil and respectful working environment.
- 1.21 Danse-Cité has a zero-tolerance policy around incivility, discrimination or harassment between different members, collaborators, artists, and customers. The organization also has a zero-tolerance policy in its own offices and in any private or public space hosting company-related activity. Danse-Cité is committed to educate all its stakeholders regarding the requirement to respect all people.
- 1.22 Danse-Cité uses a swift and efficient problem-solving approach through reporting process or a complaint resolution process to re-establish a healthy working environment. Danse-Cité shall implement every dissuasive measure required to end reprehensible behaviour and to implement necessary corrections as required.
- 1.23 A person believing to be a victim of incivility, discrimination, or harassment, or who is a witness to such a situation, can undertake steps to resolve it, communicate with general management, the chair of the board of administrators, or an ombudsman, make a report, file an anonymous or signed complaint, or take recourse without fear of prejudice or reprisal.
- 1.24 Reports and complaints can be addressed through discussion, either with the intervention of neutral third party to resolve the situation amicably (for example, through mediation or a neutral climate analysis) or through an administrative investigation (refer to point 1.31).
- 1.24.1 **Direct discussions with the person involved**
The person who believes they are a victim of incivility, harassment, or assault, or that they have witnessed it, discusses the problematic issue with the person they feel injured by and asks that they cease the offending conduct. Danse-Cité has designated resources (general management, chair of the board of administrators and ombudsman) to help the offended person prepare this discussion.
- 1.24.2 **Informal resolution processes**
With third-party support, interventions in informal resolution processes (interpersonal or group mediation, workplace climate analysis, policy workshop, etc.) allow people to articulate issues and find solutions.
- These processes are intentional and require that all concerned parties be committed to them.
- 1.25 All information relative to a report or complaint, including the identity of those involved, is treated **confidentially**, inasmuch as possible, by all concerned parties, unless this

information is necessary to process a report or complaint, for an administrative investigation or for the implementation of disciplinary or administrative measures.

- 1.26 The person who believes they have been subjected to incivility, discrimination, or harassment and the person named in the report or complaint are treated impartially and kept informed of the resolution process and any decision relative to the issue. They are also entitled to be accompanied by a person of their choice during the treatment of the report or complaint.
- 1.27 Danse-Cité board members and management must intervene diligently when informed of a conflict situation to support involved parties to resolve the conflict, be it upon request of the person who believes they are a victim of offensive behaviour or of their own initiative.
- 1.28 It is understood that Danse-Cité board members and management have the right to exert their power to the extent that they do so respectfully. They are allowed to create goals, assign tasks, evaluate outcomes, offer council, and ensure that Danse-Cité's policy is respected. They are allowed to implement any measure necessary for the healthy operation of the organization.

COMPLAINT RESOLUTION PROCESS

1.29 Framework

1.29.1 Situations of uncivility, discrimination, and harassment can involve people from different groups. Thus, those responsible for this policy can delegate the processing of complaints to a person chosen according to the communities of those involved, particularly if there is a possible conflict of interest for a board member or a manager with the complainant.

1.29.2 The complaint resolution process in no way replaces legal procedures. If a legal process is undertaken simultaneously with a formal complaint as per this policy, the person in charge informs the complainant of their decision to differ or not to the legal process, pending study.

1.30 Steps

1.30.1 An incivility, harassment or assault report or complaint must be written, for example, following the appendix in this policy. The document must be signed, include a description of problematic behaviours, and name the person or people deemed responsible for them. All complaints are sent to general management, the chair of the board, or a neutral and impartial ombudsman to Danse-Cité via email or general mail. General management or the chair of the board shall, with the support of an independent third party, decide if the complaint requires an administrative investigation.

- 1.30.2 A complaint is taken in charge upon reception. Processing will happen as quickly as possible to allow for rapid intervention to stop the harassment situation and prevent deterioration of the working environment.
- 1.30.3 After obtaining both parties' versions of events, the complaint receiver shall open a discussion, suggest solutions, and identify those to be adopted by both parties for conflict resolution.
- 1.30.4 If this step fails, the complaint receiver or the person who processed the complaint will inform the complainant of the possibility to pursue an administrative investigation. They shall notify general management and the board chair of the resolution process failure.

1.31 **Administrative Investigation**

- 1.31.1 If a complaint requires an administrative investigation, the chair of the board shall entrust a person to undertake it. Depending on the parties concerned, this shall be either a member of the board of directors, general management, or an external resource person. As an investigator, this person shall study the basis of the complaint by an appropriate investigation, meet with the concerned parties and, if necessary, potential witnesses, to situate the gravity and scope of problematic behaviours. They can recruit an external resource person to analyze the nature, relevance, and basis for the complaint. If the allegations are revealed to be true, they shall take necessary measures as quickly as possible to stop the incivility, harassment, or discrimination.
- 1.31.2 If necessary, the investigator shall ensure the effective implementation of temporary preventative measures to protect the complainant from incivility, discrimination, or harassment.
- 1.31.3 The investigator shall summon the party targeted by the complaint to attempt conciliation and find, with the complainant, a solution to the incivility, discrimination, or harassment reported.
- 1.31.4 If need be, the investigator shall inform the party targeted by the complaint of the complaint resolution process. They shall ensure the respect of presumption of good faith for the person or people targeted, as well as their right to be heard at every step of the current policy.
- 1.31.5 The investigator can reject a complaint that is deemed excessive, frivolous, or in bad faith.
- 1.31.6 The investigator can determine any justified sanction against a person recognized guilty of harassment (e.g., written or verbal warning, explanatory meeting, temporary suspension, destitution, etc.) or any appropriate measure for the context (e.g., formal apology, training on appropriate workplace conduct, commitment to undergo therapy, prohibition to contact the victim, etc.). They shall submit their recommendations to the chair of the board.

1.31.7 The chair of the board shall then take appropriate measures to resolve the complaint, which can include sanctions relative to the severity, scope, recurrence, and reoffence of the harassment. In all circumstances, the chair of the board shall ensure implementation of measures to re-establish a healthy working environment.

SPECIFIC ARRANGEMENTS

Danse-Cité's chair of the board and management are responsible for the implementation of this policy.

1.32 They must distribute this present policy to all Danse-Cité members and must carry out an educational plan on discrimination and harassment.

1.33 They are responsible for conserving or, if required, destroying any complaint file.

Following are the coordinates of people to whom a complaint may be addressed via email:

- Emmanuelle Gill-Houpert, Chair of the Board of Directors:
Emmanuelle.Gill-Houpert@cantrex.com
- Sophie Corriveau, General Manager: sophiecorriveau@danse-cite.org
- Neutral and impartial ombudsman: *(This person's contact information is not posted on the Danse-Cité website. If you wish to obtain them, you can contact the team).*

You may also mail a hard copy of your report or complaint to:

Danse-Cité
C/O Chair of the Board
3680 Jeanne-Mance, suite 426
Montréal QC H2X 2K5

REPORTING AND COMPLAINT FORM

CONFIDENTIAL DOCUMENT

I hereby wish to file a complaint against: _____

Events

Date: _____

Time: _____

Location: _____

Is this the first incident? _____

What is the frequency of this behaviour? _____

The most exact description possible of events (specifying the nature of the incivility, discrimination, or sexual, physical, or psychological harassment):

If more space is required, please describe the event on a separate page.

Given this or these incidents, I consider myself a victim, or I consider that the person named hereunder is a victim of incivility, discrimination, or harassment.

Full Name: _____

Signature: _____

Date: _____

Phone: _____

Email: _____