



TIGHTROPE IMPRO THEATRE

- ❖ Code of Conduct (p.1-2)
 - ❖ Professional Communication Agreement (p.3)
 - ❖ Anti-harassment Policy (p.4-8)
 - ❖ Anti-harassment reporting form (p.9)
-

CODE of CONDUCT TO CREATE A SAFE AND FUN TIME AT TIGHTROPE IMPRO THEATRE

TIGHTROPE IMPRO THEATRE is committed to providing an environment that is free from bullying, discrimination, and harassment, where all individuals are treated with respect and dignity.

This Code of Conduct applies to all persons involved with Tightrope Impro Theatre, including but not limited to: directors, staff, instructors, volunteers, students, performers, patrons, or anyone conducting activities with Tightrope or within the Tightrope Theatre space.

General Conduct:

- Treat others with care, respect, and dignity.
- Strive to act in accordance with the Tightrope Impro Theatre values:

<i>Inspire yourself and Inspire Others</i>	<i>Always Learn and Always Play</i>
<i>Risk & Embrace Failure</i>	<i>Embrace and Celebrate Diversity</i>
<i>Honour the Truth of the Moment</i>	<i>Your Story Matters</i>
- Agree to and abide by the professional communications agreement.
- Agree to and abide by the Anti-harassment Policy.
 - Report any observed or experienced harassment, violence, bullying, discrimination or otherwise destructive behaviour immediately to an Instructor, Director or Persons mentioned in the Tightrope Impro Theatre Anti Harassment Policy attached below.
- Nip it in the bud! Please engage in direct communication whenever possible. We believe the first step to solving an issue or addressing a problem is through direct communication with the person(s) concerned; not through gossip, campaigning, or calling out.
- Have fun!

Communicable Disease Safety

- Do not enter the space if you are feeling sick, or showing any symptoms of sickness.
- Let us know as soon as possible if you are feeling sick, so that we may find a suitable replacement.

Respect the Theatre and the things within it

- This includes: facilities, costumes, props, sets, and all other Tightrope Impro Theatre property, as well as the property of others.
- Pick up after yourself and work to keep the theatre and class rooms clean.
- Wipe your shoes or boots
- This is a fragrance free space.
- Pets are NOT permitted on the premises.
- Smoking is NOT permitted on the premises.
- Outside alcohol or drugs are NOT permitted on the premises.

Outside of the Space:

Tightrope Studio is located on Main Street. **We believe in kindness, compassion and de-escalation when interacting with our neighbours.** If you ever feel unsafe, please bring your concerns to a staff member. We encourage members to enrol in this free course to help you respond responsibly should you witness any harassment or conflict outside the space.

<https://www.ihollaback.org/>

I, _____ acknowledge that I have read and understand the Tightrope Impro Theatre Code of Conduct outlined above, as well as the Communicable Disease Protocols and the Anti-harassment policy listed below. I agree to abide by the terms and conditions of this code.

Signature

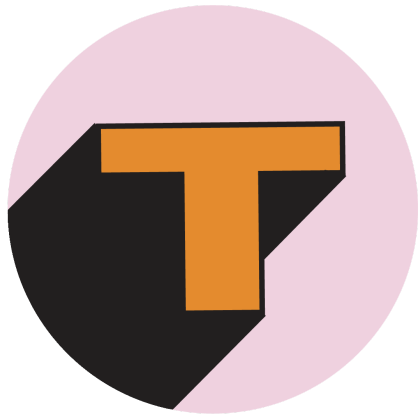
Date (mm,dd,yyyy)



Tightrope Impro Theatre

Professional Communication Agreement for all Students, Staff, Instructors, and Volunteers

- All correspondence should be conducted in a professional manner, both within and outside the organisation.
- Anything beyond working relationships, such as romantic relationships or friendships, are outside the scope of the organisation. As such, there should be no expectation of anything beyond a working relationship between employees, volunteers, students, instructors, or audience members.
- Email and Slack are appropriate for Tightrope related things. Expect a professional response in a timely manner (1 week).
- Stick to one method of communication, do not send the same message over several platforms, unless it is necessary to do so.
- Texts are recommended for personal related things, if it is appropriate to do so, and do not expect a response.
- When in doubt, default to professional (Email or Slack)



Anti-Harassment Policy

TIGHTROPE IMPRO THEATRE

Tightrope Impro Theatre does not tolerate racism, violence, harassment, sexual harassment, discrimination, or bullying.

Tightrope Impro Theatre is committed to maintaining a safe and supportive environment where staff, students, teachers, audience members and performers can explore and enjoy the art of improvisation.

Anti-Harassment Policy at a Glance

At Tightrope, Harassment refers to upsetting behaviour or comments that a reasonable person should have known would be offensive or unwelcome. Harassment includes, but is not limited to actions, comments or displays that create an intimidating, demeaning or offensive environment. It may be a single incident or continue over time. It includes violence, discrimination, and bullying of any kind.

REPORTING PROCEDURES

When to Report

If you believe you are being harassed or witness any form of harassment, speak up right away. **Keep notes**

How to Report

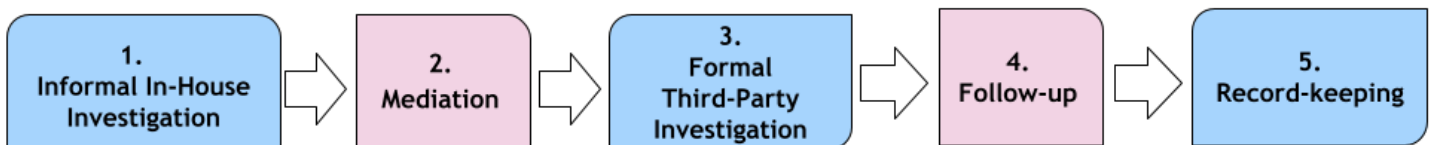
Use the provided Tightrope Impro Theatre **Bullying and Harassment Report Form** and submit it electronically, to any of the contacts listed here, or give us a call.

Who to Report to

ANY OR ALL OF THESE DIRECTORS

Aamir Khan	aamir@tightropetheatre.com	778-874-0813
Quinn Contini	quinn@tightropetheatre.com	403-200-1993
Sarah Ferguson	sarah@tightropetheatre.com	778-984-0427

WORKPLACE BULLYING AND HARASSMENT INVESTIGATION PROCEDURES



*For more information such as detailed investigation procedures, remedies for the victims, and corrective action for the harasser, please visit <https://tightropetheatre.com/> or contact one of the Tightrope Directors.

Harassment is against the law. Both the Canadian Human Rights Act and the Canada Labour Code protects employees from harassment related to work. Provincial human rights laws prohibit harassment, and the Criminal Code protects people from physical and sexual assault.

Tightrope Impro Theatre is a private organization and reserves the right to suspend or permanently ban anyone from participating in Tightrope Impro Theatre activities if they violate our Anti-Harassment Policy.

ANTI-HARASSMENT POLICY APPLIES TO:

- Students who are taking classes provided by Tightrope Impro Theatre
- Tightrope Impro Theatre Staff including administrators, directors, instructors, facilitators, performers and all other roles deemed staff.
- Tightrope Impro Theatre Volunteers including FOH, Bar, and Performer volunteers
- Any person or persons entering the Tightrope Theatre space.

Confidentiality

Tightrope Impro Theatre will not disclose any information about a complaint except as necessary to investigate the complaint or to take disciplinary action, or as required by law. It encourages employees and managers to respect confidentiality in the same way.

What is harassment?

Harassment refers to upsetting behaviour or comments that a reasonable person should have known would be offensive or unwelcome. Harassment includes, but is not limited to actions, comments or displays that create an intimidating, demeaning or offensive environment. It may be a single incident or continue over time. It includes violence, discrimination, and bullying of any kind.

Some examples of harassment include:

Unwelcome remarks, slurs, jokes, taunts, or suggestions about a person's body, clothing, race, national or ethnic origin, religion, age, gender, sex, marital status, family status, physical or mental disability, sexual orientation, pardoned conviction, or other personal characteristics;

unwelcome sexual remarks, invitations, or requests (including persistent, unwanted contact after the end of a sexual relationship); displays of sexually explicit, sexist, racist, or other offensive or derogatory material; bullying, mobbing, stonewalling and purposeful exclusion; written or verbal abuse or threats; practical jokes that embarrass or insult someone; leering (suggestive staring) or other offensive gestures; unwelcome physical contact, such as patting, touching, pinching, hitting; patronizing or condescending behaviour; humiliating an employee in front of co-workers; abuse of authority that undermines someone's performance or threatens her, his, or their career; vandalism of personal property; and/or physical or sexual assault.

Harassment can take place between co-workers, between a manager and employee, between people of the opposite sex or of the same sex, between an employee and a client, or between an employee and a job applicant. Harassment can take place between anyone.

What isn't harassment?

Consensual actions, behaviours, banter or relationships, where all people involved agree with what's happening is not harassment. Harassment is not reasonable and respectful action taken by Tightrope Impro Theatre directors and instructors in relation to instructing students, directing shows, and administrating Tightrope Impro Theatre operations.

Appropriate performance reviews, counseling, or discipline by a supervisor or manager is not harassment.

Where harassment happens

Work-related harassment can take place in the work-place itself, or outside of the workplace in a situation that is in some way connected to work. For example, employees (and clients) must be protected from harassment during delivery trips, off-site meetings, business trips, festivals, online communications, and any other event or place related to employment or when the employee is present in the course of Tightrope Impro Theatre activities.

REPORTING PROCEDURES

When to Report

If you believe you are being harassed or witness any form of harassment, speak up right away. Incidents or complaints should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated and addressed promptly. Although immediacy is preferred, harassment can be reported at any time.

Keep notes

Record all unwelcome or harassing behaviour in as much detail as possible. Write down what has happened, when, where, how often, who else was present, and how you felt about it. Write down every instance of harassment. Ideal methods of record keeping have a digital timestamp.

Who to report to

At Tightrope Impro Theatre, the designated anti-harassment persons are:

Executive Director - Quinn Contini: quinn@tightropetheatre.com 403-200-1993

Director of Outreach - Aamir Khan: aamir@tightropetheatre.com 778-874-0813

Director of Brand - Sarah Ferguson: sarah@tightropetheatre.com 778-984-0427

If for some reason you are unable to report harassment to someone at Tightrope Impro Theatre, or the police (for a case of sexual or physical assault), you may go directly to the Canadian Human Rights Commission. The website below will guide you through all the necessary steps for filing a complaint.

<https://www.chrc-ccdp.gc.ca/eng/content/how-file-complaint>

How to Report

Tightrope Impro Theatre community members are obligated to report incidents or complaints of company bullying and harassment either verbally or in writing. When submitting a written complaint, please use the provided Tightrope Impro Theatre **Bullying and Harassment Report Form** (located at the end of this policy), and submit it electronically, to any of the contacts listed above. When reporting verbally, the reporting contact, along with the Reporter, will fill out the complaint form together with the consent of the Reporter.

The Person(s) reporting will be referred to as the **Reporter** and can be:

- The alleged victim(s) of bullying and/or harassment,
- Have witnessed such an act and are reporting it,

A distinction will be made in the Report if the Reporter is different from the Alleged Victim of Harassment.

The Person(s) against whom the report is being brought will be known as the **Respondent**. Any Directors may launch an investigation even if there has not been a written or verbal complaint.

What to include in a report

Provide as much information as possible in the report, such as the names of people involved, witnesses, where the events occurred, when they occurred, and what behaviour and/or words led to the complaint. Attach any supporting documents, such as emails, screenshots, handwritten notes, or photographs. Physical evidence, such as vandalised personal belongings, can also be submitted.

Other Items

Unsubstantiated complaints

If there is not enough evidence to support an allegation of harassment, the investigator will not recommend any penalties or remedies.

Complaints made in bad faith

In the rare event that the complaint was made in bad faith, that is deliberately and maliciously filed knowing it had absolutely no basis, the Reporter will be subject to the same penalties as a Harasser. The person unjustly accused of harassment will have their reputation restored to the best of our ability, and will be given the benefit of any necessary remedies that would be given in a case of harassment.

Retaliation

Anyone who retaliates in any way against a person who has been involved in a harassment complaint will be subject to the same penalties as a harasser.

Time limits

Directors have a responsibility to make sure harassment ends as soon as they become aware of it. Complaints will be resolved as quickly as possible, ideally within one month of being made. Reporters should be aware that there is a one-year time limit for filing a complaint with the Canadian Human Rights Commission.

Other options

Any member of Tightrope Impro Theatre who is not satisfied with the result of a harassment complaint can consult the Canadian Human Rights Commission.

If the harassment involves physical or sexual assault, which are criminal offences, the police are the appropriate reporting entity.

Policy Changes

If you have questions or comments about the policy or its application, please speak to the Directors of Tightrope Impro Theatre Inc. We will make changes to the policy as necessary, and will review on an annual basis.

Annual review of this policy

Tightrope Impro Theatre will conduct an annual review of this Policy, its reporting and investigation procedures, as well as the steps it has taken to minimize harassment, bullying, violence, and discrimination, in order to evaluate the efficacy of those measures.

All Directors, Staff / Personnel, Current and Permanent Employees are required to review and sign this policy annually in the month of December.

Tightrope Impro Theatre Bullying and Harassment Report Form

Name and contact information of person(s) reporting:

**If the Reporter chooses to remain anonymous - Tightrope Improv Theater will Identify Reporter as "Reporter-Date" for ex. "Reporter-04-Sept-2020"*

Is the Reporter submitting this document as a Target of Bullying and Harassment?

Yes___ No___

Name of Respondent(s) (person being reported):

Personal statement:

Please describe in as much detail as possible the bullying and harassment incident(s), including.

- the names of the parties involved
- any witnesses to the incident(s)
- the location, date, and time of the incident(s)
- details about the incident(s) (behavior and/or words used)
- any additional details that would help with an investigation

Attach any supporting documents, such as emails, handwritten notes, screenshots, texts, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

Signature

Date

Please email this page to:

Executive Director: Quinn Contini quinn@tightropetheatre.com

Director of Community Outreach: Aamir Khan aamir@tightropetheatre.com

Director of Brand: Sarah Ferguson sarah@tightropetheatre.com