

Deep Cove Stage Society Code of Conduct

I. PURPOSE - Goals and Aspirations

Deep Cove Stage Society (herein after referred to as DCSS) aims to ensure that all directors, performers, volunteers, and members of DCSS are aware that abuse, discrimination, and harassment are unacceptable practices and are incompatible with the standards of this organization.

To support this aim, DCSS is dedicated to maintaining a strategy to prevent and address abuse, harassment, and discrimination, including:

- Regularly revisiting policies and the social and working environment of DCSS to ensure an inclusive atmosphere where diversity and dignity are fostered and promoted;
- Setting out clear standards of behavior.
- Ensuring that a clear, effective, and unbiased reporting procedure is available for suspected violations of the Code of Conduct (hereinafter referred to as the “**Policy**”); and
- Ensuring that members are aware of the reporting and disciplinary measures in place in the case of a violation of the Policy.

This Policy is a ‘living document’ which is open to change and review as required by every day experiences with its implementation.

II. APPLICATION – To Whom Does the Policy Apply

This Policy applies to the following individuals connected to DCSS:

- Artists, including performers, musicians, technicians, and show directors;
- Volunteers;
- Visiting artists, instructors, and festival participants; and
- Board of Directors

III. ANTI-HARASSMENT – Standards of Behavior

A. Definitions

For the purpose of this Policy, Discrimination, Harassment and Abuse are defined as follows:

1. Discrimination

DCSS does not tolerate discrimination in any form. Discrimination is defined as any unjust or prejudicial treatment toward an individual or group.

DCSS does not tolerate discrimination based on any characteristics of the following grounds:

- Sex or sexual orientation
- Gender identity and/or expression
- Race/ Colour/ Ethnic origin
- Nationality/ Citizenship

- Religious affiliation
- Age
- Weight/ Size or Shape
- Physical, intellectual or mental health disabilities.

2. Disrespectful and/or discriminatory behavior

Disrespectful and/or discriminatory behavior is defined as any behavior or comment demeaning the dignity of a person or group.

3. Harassment

DCSS does not tolerate harassment in any form. For the purposes of this Policy, harassment is defined as any number of comments or actions that are known, or ought reasonably to be known, to be unwelcome.

Harassment can occur based on any of the grounds of discrimination identified in this Policy, but can also involve words or actions that are known or ought reasonably to be known to be offensive, embarrassing, humiliating, demeaning, or otherwise unwelcome.

4. Sexual and Gender Based Harassment

Sexual harassment may occur when there are unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Sexual and gender-based harassment may be intentional or unintentional, physical or verbal, written or digital.

5. Abuse

Abuse is defined as threatened, attempted, or actual conduct of a person that causes or is likely to cause damage, harm, or injury. Abuse can be physical or verbal or written (electronic or otherwise) and it can take many forms, including violence and threats.

B. Theatre Specific Notes

1. Performance Content

DCSS recognizes that our performances can and will push boundaries and potentially include language, characters, situations, and other content that could be seen as inappropriate or even offensive. It is not the intention of this Policy to punish artists, or to stifle their artistic expression, solely on the basis that elements of their performance may be considered inappropriate or offensive.

It is DCSS's hope that, with a combination of communication, common sense, respect, and empathy, the community can create and enjoy a creative performance environment that prioritizes safety from abuse, harassment, and discrimination.

As a result, DCSS endeavors to leave operational choices regarding content with regard to the above at the discretion of the Board.

2. Consensual Banter/Private Conversations

DCSS personnel and performers are expected to be sensitive to the fact that the content of private conversations, though not offensive to the parties involved, may be offensive to others if overheard.

3. Civility and Professionalism

DCSS believes the best way to avoid situations that may be construed as harassment is for all DCSS directors, performers, volunteers, and board members, to treat each other in a respectful and professional manner.

4. Social Media

All Individuals are expected to maintain their public social media in accordance with the standards of this Policy.

If an Individual feels that they or the organization are under attack from outside social media posts then the Individual should bring screen shots or other evidence of the posts to the attention of any board member before posting a personal response.

- No Individual should “like” posts displayed on social media that are harmful, negative, or untrue about DCSS or any of its volunteers, or members.
- No Individual should engage publicly (on social media or verbally in public) in negative talk about DCSS that is harmful to the reputation of DCSS while that Individual is in a working relationship with DCSS.

IV. COMPLAINT PROCEDURES

A. Responsibility

Upholding the DCSS’s Policy is the responsibility of every Individual. This section contains the protocol for responding to a breach of this Policy.

B. When to Report

Anyone who has observed or learned of a breach of this Policy ideally should, as soon as possible, report such breach to a director, stage manager, or Board member. For less serious infractions of the Policy it is requested that the breach be reported within a two-week period of the breach occurring to a Board member.

For more serious breaches of the Policy it is understandable that an Individual may not be able to come forward within a two-week period. All claims of breaches of this Policy will be investigated regardless of their timeline.

For clarity, anyone who has been the target of a breach of the Policy, has witnessed a breach of the Policy or who has heard of a breach of the Policy, may make a complaint.

C. To Whom to Report

Any breach of this Policy may be reported to the director, stage manager (informal complaint), directly to the offender (direct resolution), or any member of the Board of Directors (formal complaint). A list of Board Directors can be found on the DCSS website: <https://deepcovestage.com/about-us/> .

D. Reporting Procedure

1. Direct Resolution

An Individual may choose to respond to a breach of this Policy without involving DCSS's leadership by advising the person engaging in the offending behavior that their behavior is unwelcome and asking them to cease the behavior immediately.

DCSS supports this option only if the individual does not feel that their health, safety, or professional standing is in danger.

2. Informal Complaint

An Individual may choose to raise the offending behavior in private with any Director or Board Member, director, or stage manager as an informal complaint. In such circumstances the Board Member (or designated 'other') may choose not to undertake an investigation of the complaint but may choose other methods of managing the complaint such as informal discussions in agreement with the complainant. However, if the Designated Individual feels the complaint is serious then they may choose to present the complaint for a formal investigation. If that is the case then the Board Member will advise the complainant in advance of notifying the Complaints Committee.

3. Formal Complaint

An Individual may choose to make a formal complaint regarding behavior they believe is a breach of this Policy.

A formal complaint must be made in writing using the form at Appendix "A" in this Policy to any Director or Board Member within the timelines (as best as possible).

- A Designated Person will be responsible for updating the complainant and ensuring that the investigation process is completed in a timely fashion.
- Next, the Designated Person will randomly select two members from the Board to form a Complaints Committee and submit the complaint to them.
- The Complaints Committee will be divided into two parts: At least 1 person tasked with the investigation of the complaint and at least 1 person tasked

with reviewing the report from the Investigator(s) and determining whether a breach has occurred and the consequent actions.

DCSS will report any criminal act that it knows has occurred on its premises to the police. Any member of the leadership team who is aware of criminal activity or has had possible criminal activity reported to it has an obligation to report that information to the Board of Directors. If you are under 19 years of age at the time you allege harassment or sexual harassment, or have any allegation against you for a violation of this Policy, then DCSS is required by law to inform your parents or legal guardians.

4. Investigations

Information Gathering - The Investigator(s) will review the complaint and then conduct private interviews with each of: the complainant, the subject of the complaint, and any witnesses identified in the complaint or identified during the interview process.

All interviewed parties will have explained to them by the Investigator(s) their obligation of confidentiality during the investigation process and afterwards (unless that confidentiality is waived by the complainant and the subject of the complaint). **Confidentiality maintains the integrity, privacy and fairness of the investigation process.**

The Investigator(s) will endeavor to make this process as timely, discreet, comfortable, and unbiased as possible as it gathers the facts relevant to the situation.

After completing all interviews, the Investigator(s) will produce a summary report that will set out:

- The chronology of the complaint;
- The witnesses interviewed;
- A brief summary of their evidence.

The report should be as objective as possible and should avoid the personal opinions of the Investigator(s).

Determination – The Committee will review the report, weigh the evidence, and come to a conclusion as to whether the behavior complained of constituted a breach of the Policy.

If after the Committee determines it has sufficient information to decide the complaint and if a breach of the Policy is found then the Committee will decide a sanction in relation to the behavior.

The Committee may choose from any sanction listed in this section or any other sanction that is appropriate for the breach in order to achieve the objectives of

deterrence, safety of all Individuals connected to DCSS and the upholding of the values set out in this Policy.

The Board will be advised of all outcomes of investigations prior to any other party being advised, and the Board may, at its discretion, amend or substitute a decision found by the Committee.

Resolution

After the Committee has determined the outcome of the complaint, it will meet with the affected parties separately to provide the outcome of the investigation.

If no breach is found then the report will be destroyed.

In some, but not all circumstances, in the case of a breach, the complainant may be advised by the Complaints Committee as to the sanctions imposed on the subject of the complaint. Otherwise any corrective actions or sanctions imposed will be kept confidential, with the exception of counselors or other support people who are not involved in DCSS.

No Retaliation

Retaliation in any form by any Individual against someone who reports a potential breach of this Policy, or who assists in an investigation, will be considered a violation of this Policy and will not be tolerated.

5. Corrective Action/Sanctions/Discipline

The organization will take such educational, corrective, deterrent or disciplinary action that it deems appropriate in relation to the breach of the Policy.

Examples of corrective action and/or sanctions include, but are not limited to:

- Education
- Meeting and discussion with Complaints Committee and/or
- Mandatory participation in Professional Development
- Suspension from DCSS activities, performances and events.
- Termination or removal from a volunteer or directorial role.

APPENDIX "A"

DCSS INCIDENT REPORT FORM

Name of person completing form:

Date of completion of the form:

Name of Complainant:

Name of Offending Party:

Date/Time/Place of Incident:

Description of Incident(s):

SIGNATURE OF AGREEMENT AND UNDERSTANDING

I have read, understand and agree to abide by DCSS's Code of Conduct.
I understand that such adherence is a condition of my involvement with DCSS. I
understand that a violation of the Policy may be grounds for my termination as a
volunteer.

Signed this _____ day of _____, 20____.

Signature

Print Name

Parent/Guardian signature if under the age of 16.