

Pro Musica Society of Vancouver

Anti-Harassment and Code of Conduct Policy and Procedures

Code of Conduct

All staff, volunteers, artists, board members, audience members, patrons, and stakeholders of Pro Musica Society of Vancouver shall treat all other people with respect, dignity, and generosity at all times. No one is expected to tolerate abuse from any other member of Pro Musica's team, regardless of the respective positions of authority, knowledge, or influence within the organization or the sector.

Policy Statement

Pro Musica Society of Vancouver (commonly known as Vancouver Pro Musica) is committed to fostering a harassment-free workplace where all employees, contract staff, volunteers, performers, collaborators, patrons, and board members are treated with respect and dignity.

The *Canadian Human Rights Act* protects employees from harassment based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender, gender expression, gender identity, marital status, family status, disability or pardoned conviction.

Harassment at Pro Musica Society of Vancouver is and will not be tolerated. Employees, contract staff, volunteers, performers, collaborators, patrons, and board members who are found to have harassed another individual will be subject to disciplinary action. This includes anyone who: interferes with the resolution of a harassment complaint; retaliates against an individual for filing a harassment complaint; or files an unfounded harassment complaint intended to cause harm.

Application

This policy applies to all current staff of Pro Musica Society of Vancouver, including full and part-time, casual, contract, permanent and temporary employees. This policy also applies to volunteers, patrons, board members, artists, creators, and job applicants.

This policy applies to all behaviour that is in some way connected to work, including rehearsals, off-site meetings, training, and on business trips or tours.

Definitions

Harassment is:

- offending or humiliating someone physically or verbally;
- threatening or intimidating someone;
- engaging in sexual harassment (see definition below); or
- making unwelcome jokes or comments about someone's race, national or ethnic origin, colour, religion, age, marital status, family status, disability or pardoned conviction.

Sexual harassment is:

- offensive or humiliating behaviour that is related to a person's sex, sexual orientation, gender identity, or gender expression;
- behaviour of a sexual nature that creates an intimidating, unwelcome, hostile or offensive work environment; or
- behaviour of a sexual nature that could reasonably be thought to put sexual conditions on a person's job or employment opportunities.

Responsibilities and Expectations

Pro Musica Society of Vancouver is responsible for:

- providing all employees, contract staff, volunteers, performers, collaborators, patrons, and board members with a safe, harassment-free workplace.

The Board President, and the Society's Administrator, are responsible for:

- ensuring that this policy is applied in a timely, consistent and confidential manner;
- determining whether or not allegations of harassment are substantiated; and
- determining what corrective action is appropriate where a harassment complaint has been substantiated
- the administration of this policy; reviewing this policy annually, or as required; and making necessary adjustments to ensure that this policy meets the needs of the organization.
- fostering a harassment-free work and rehearsal environment and setting an example about appropriate workplace behaviour;
- communicating the process for investigating and resolving harassment complaints made by employees;
- dealing with harassment situations immediately upon becoming aware of them, whether or not a harassment complaint has been made;
- taking appropriate action during a harassment investigation, including separating the parties to the harassment complaint, when appropriate; and
- ensuring harassment situations are dealt with in a sensitive and confidential manner.

Employees, contract performers, contract staff, volunteers, and board members are responsible for:

- treating others with respect in rehearsals, committee meetings, performances, and any other workplace-related situations;
- reporting harassment to the current Board President, or to the Administrator;
- cooperating with a harassment investigation and respecting the confidentiality related to the investigation process;

Employees, performers, contract staff, volunteers, collaborators, patrons and board members can expect:

- to be treated with respect in the workplace;
- that reported harassment will be dealt with in a timely, confidential and effective manner;
- to have their rights to a fair process and to confidentiality respected during a harassment investigation; and
- to be protected against retaliation for reporting harassment or cooperating with a harassment investigation.

Procedures for Addressing a Harassment Complaint

Filing a Complaint

An employee may file a harassment complaint by contacting the Board President or Administrator. The complaint may be verbal or in writing. If the complaint is made verbally, the person to whom the complaint was made will record the details provided by the complainant.

The complainant should be prepared to provide details such as what happened; when it happened; where it happened; how often and who else was present (if applicable).

The receiver of the complaint will tell the person that the harassment complaint has been made against, in writing, that a harassment complaint has been filed. The letter will also provide details of the allegations that have been made against them.

Every effort will be made to resolve harassment complaints within thirty days. The Board President will advise both parties of the reasons why, if this is not possible.

Mediation

Wherever appropriate and possible, the parties to the harassment complaint may be offered mediation prior to proceeding with a harassment investigation.

Mediation is voluntary and confidential. It is intended to assist the parties to arrive at a mutually acceptable resolution to the harassment complaint. The mediator will be a neutral person, agreed upon by both parties. The mediator will not be involved in investigating the complaint. Each party to the complaint has the right to be accompanied and assisted during mediation sessions by a person of their choosing.

Investigation

If mediation is inappropriate or does not resolve the issue, a harassment investigation may be conducted. Any investigations will be handled by an individual who has the necessary training and experience. In some cases, an external consultant may be engaged for this purpose. The investigator may interview the person who made the complaint, the person the complaint was made against and any witnesses that have been identified. All people who are interviewed will have the right to review their statement, as recorded by the investigator, to ensure its accuracy.

The investigator will prepare a report that will include:

- a description of the allegations;
- the response of the person the complaint was made against;
- a summary of information learned from witnesses (if applicable); and a decision about whether, on a balance of probabilities, harassment did occur.

This report will be submitted to the Board Executive. All parties to the complaint will be given a copy.

Substantiated Complaint

If a harassment complaint is substantiated, the Board President and a member of the Board Executive will decide what action is appropriate. Remedies for the employee who was harassed may include: an oral or written apology; compensation for lost wages; compensation for any lost employment benefits; and compensation for hurt feelings.

Corrective action for the employee found to have engaged in harassment may include: a formal reprimand; a suspension; and/or dismissal.

All parties to the complaint will be advised, in writing, of the decision.

Other Redress

An employee who is not satisfied with the outcome of the harassment complaint process may file a discrimination complaint with the Canadian Human Rights Commission.

Privacy and Confidentiality

All parties to a harassment complaint are expected to respect the privacy and confidentiality of all other parties involved and to limit the discussion of a harassment complaint to those that need to know.

Pro Musica Society of Vancouver and all individuals involved in the harassment complaint process will comply with all legal requirements to protect personal information.

Review

Pro Musica Society of Vancouver will review this policy and procedures on an annual basis, or as required, and will make necessary adjustments to ensure that it meets the needs of all employees.

Enquiries

Enquiries about this policy and related procedures can be made to Glenn Sutherland (Board President 2019-20) or Fleur Sweetman (Administrator).

Ratified by the Pro Musica Society of Vancouver's Board of Directors: 2019-12-04