

## **Owen Sound Little Theatre CODE OF CONDUCT**

The Owen Sound Little Theatre (OSLT) has a proud legacy of fostering a supportive and inclusive environment for its employees and volunteers while delivering exceptional theatrical experiences to its patrons. The Board of Directors remains dedicated to upholding and strengthening this tradition.

Our primary goal is to create a welcoming and positive environment for everyone involved—employees, volunteers, and audience members—ensuring an outstanding theatre experience for all.

### **1. Purpose**

This Code is designed to foster a harmonious and respectful working environment for all OSLT employees and volunteers while ensuring compliance with the Ontario Workplace Health and Safety Act (OWHSA) regarding workplace violence and harassment. Its purpose is to uphold the highest standards of service integrity, minimize conflict, and encourage the effective resolution of disputes among employees, volunteers, and the public.

### **2. Application**

The code applies at all times when employees and volunteers are engaged in activities at, or are representing the OSLT.

### **3. Responsibility**

Each of us is responsible for knowing and adhering to the values and standards set forth in this document. Prospective and current members are expected to adhere to all OSLT policies. Failure to do so may result in disciplinary action.

If you are concerned whether the standards are being met, or witness violations, please contact a member of the Board of Directors. It is your duty to report any incident. Board of Directors name and information can be found by following this link <https://roxytheatre.ca/our-team/>

All participants in each production must sign and date a form acknowledging that they will adhere to the OSLT policies before starting work on a production. This includes actors, directors, assistant directors, stage managers, technical operators, stagehands, and any other members of the production team.

New OSLT Members must acknowledge that they have read the full OSLT policies when purchasing memberships online and in person.

#### **4. General Expectations**

Employees and volunteers are expected at all times to: treat one another and the public with dignity, respect and hospitality, act with honesty, integrity and professionalism, observe high standards of appearance and conduct, avoid conflicts of interest, conduct themselves in a manner that is in the best traditions of the OSLT, reflects positively on our public image, and fully supports our mission and mandate.

#### **5. Unacceptable Conduct**

*The OSLT has a zero tolerance policy for the following:*

- *Discrimination*, which includes, but is not limited to, racism, bigotry, sexism, misogyny, homophobia, anti-fat, ableism, ageism, classism, and anti-Semitism.
- *Physical Harassment*: direct threats of intent to inflict harm, physical attacks, threatening behaviour, or destroying another person's property.
- *Sexual Harassment*: sexual comments, jokes or questions, inappropriate touching, or inappropriate sexual gestures.
- *Emotional or psychological harassment*: isolation or exclusion, belittling or trivializing, discrediting, defamation, or spreading rumours, or gaslighting.
- *Verbal harassment*: unfair or inaccurate criticism, unwanted heckling, yelling, slurs, or unwanted cursing.
- *Online harassment*: sharing humiliating images or stories, spreading lies or gossip on social media, sending harassing emails or messages.
- *Microaggressions*, which may include, but are not limited to comments about a person's appearance, clothing, race, ethnicity, lifestyle, or identity, violation of personal boundaries, comments that are demeaning, belittling, or patronizing, or touching someone's hair, clothes, or personal items.

#### **6. Complaints and Reports about Unacceptable Conduct**

**Violence** – If violence occurs or is likely to occur, individuals involved or witnessing the incident must promptly inform their supervisor or a senior staff member.

**Other Forms of Unacceptable Conduct** – If any other form of unacceptable conduct arises, individuals involved or witnessing it should make a reasonable effort to address the situation immediately. If these efforts are unsuccessful, or if the behaviour persists or escalates, the matter must be reported to their supervisor or a senior staff member as soon as possible.

**Complaints** – If any individual feels they have been subjected to unacceptable conduct and the matter remains unresolved, they may submit a written complaint to the President of the OSLT without delay.

The President will acknowledge receipt of the complaint within 14 working days and take appropriate action to address the issue. The President will also provide updates to both the complainant and respondent on the steps taken to resolve the matter.

## **7. Care with Social Media and Electronic Communication**

OSLT expects all members, directors, volunteers and participants to exercise caution in email and other electronic forms of communication (such as Facebook, Instagram, TikTok, etc.) when posting pictures, videos and information on social media platforms due to potential risks and challenges. Comments and behaviour on these platforms become part of the public record.

Those posting should use sound judgment to ensure personal or professional use of social media does not compromise OSLT's reputation nor their working relationships with members, volunteers, or the community at large. Complaints and concerns should be referred to the Board of Directors.

## **8. Conflict of Interest**

A conflict of interest arises when an employee or volunteer at the OSLT is involved in a matter where they have a direct or indirect personal or financial interest. A direct interest occurs when an individual stands to gain or avoid a financial or personal loss, or is perceived to do so. An indirect interest arises when the benefit or loss affects someone with a personal or professional connection to the employee or volunteer. While these interests are typically financial, they may also be personal in nature. In essence, a conflict exists when an individual's involvement in activities could prioritize personal gain over the best interests of the OSLT.

Any behavior that could be, or might be perceived as, a conflict of interest is strictly prohibited. Examples of conflicts include: offering preferential treatment to family, friends, or associates, or to organizations or businesses in which they or their close contacts have an interest, whether financial or otherwise; using confidential information obtained during OSLT activities for personal financial gain; utilizing OSLT equipment or resources for personal use unrelated to OSLT activities; and accepting any personal gifts, services, or favors from individuals, businesses, or organizations in recognition of OSLT-related activities, except during official OSLT employee or volunteer recognition events or as part of standard hospitality exchanges.

Employees of the OSLT may face conflicts of interest due to outside employment or business activities. Depending on their employment contracts, employees may participate in such activities, provided they do not hinder their ability to perform their duties at OSLT and do not conflict with their role within the organization.

## **9. Conflict of Interest Disclosure**

Employees or volunteers who believe they are in, or about to enter into a conflict of interest, whether actual or perceived, are to report the matter to the Theatre Manager (if they are employees) or the President (if you are a member).

#### **10. Confidentiality**

The OSLT Privacy Policy applies to information contained in, or related to, reports and complaints under this policy. Such information is confidential and may only be disclosed as necessary for dealing with the matter it concerns and in accordance with the law.

#### **11. Violation of Code of Conduct**

Anyone who violates this Code of Conduct is subject to disciplinary action, up to and including termination of membership and/or reporting to legal authorities, if applicable.

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