



Respectful Workplace Policy

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1. Purpose

The London Arts Council (“LAC”) expects all LAC employees, board of directors, jury members, interns and students on placements, contracted artists, Community Arts Investment Program recipients, professional contractors, and consultants to adhere to a Respectful Workplace Policy code of conduct to maintain our standards and create a respectful workplace. The purpose of this policy is to:

- Set expectations and standards of behaviour to ensure a respectful, safe, and supportive work environment
- Define behaviours that may be offensive and prohibited by law and/or this policy

2. Scope



This policy applies to all LAC employees, board of directors, jury members, interns and students on placements, contracted artists, Community Arts Investment Program recipients, professional contractors, and consultants.

This policy applies to all LAC workplaces, whether during or outside of normal work hours and whether at or away from the worksite, including: the LAC office, any other location where LAC employees are performing work, locations at which work related social functions take place, social media platforms, and internet sites, etc.

3. Policy Statement and Definitions

LAC is committed to providing a safe and supportive workplace in which diversity, dignity, and the perspectives of all individuals are valued and respected. LAC believes there is no place for discrimination, harassment, sexual harassment, disrespectful behaviour, or reprisal, of any kind, in any workplace.

- **Discrimination:** Actions or behaviours that result in unfavourable treatment or which have a negative impact on an individual or group because of one or more of the prohibited grounds listed in the *Human Rights Code*. Discrimination may be intentional or unintentional. It may involve direct actions that are outright discriminatory, or it may involve rules, practices or procedures that appear neutral, but disadvantage certain groups of people.
- **Harassment:** Engaging in offensive, hurtful, upsetting, or embarrassing comments or conduct that a person knows or, ought reasonably to know, is unwelcome. The fact that a person does not explicitly object to harassing behaviour, or appears to be going along with it, does not mean the behaviour is welcomed, consented to, or is not harassing. Harassment usually involves more than one incident or a pattern of behaviour, but a single incident may be sufficiently serious, offensive, or harmful to constitute harassment.
- **Sexual Harassment:** Harassment based on sex, sexual orientation, gender identity, or gender expression and includes:

a) Engaging in offensive, hurtful, upsetting, or embarrassing comments or conduct because of sex, sexual orientation, gender identity or gender expression that a person knows or ought reasonably to know is unwelcome;



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b) Making a sexual solicitation (i.e., request) or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement and the person knows or ought reasonably to know that the solicitation or advance is unwelcome; and

c) Retaliating against or threatening to retaliate against an individual for the rejection of a sexual solicitation or advance where the retaliation or threat of retaliation is by a person in a position to confer, grant or deny a benefit or advancement to the individual.

Sexual harassment of a worker in the workplace is referred to as “workplace sexual harassment” for the purposes of the *Occupational Health and Safety Act*.

- **Disrespectful Behaviour:** Failing or refusing, through words or actions, to treat others in a professional, courteous, civil, dignified, fair, and equitable manner.
- **Reprisal:** Any act of retaliation or revenge against a person for:

a) Raising a concern or making a complaint under this policy (whether on their own behalf or on behalf of another)

b) Participating or cooperating in an investigation or other complaint resolution process under this policy

c) Associating with or assisting a person identified in the above bullets

Harassment and discrimination in the workplace are prohibited by law. Under Ontario’s Human Rights Code, every person has a right to equal treatment in employment without discrimination, including the right to be free from harassment in the workplace. Workplace measures to prevent and address workplace harassment are also required by the Occupational Health and Safety Act.

4. Expectations and Responsibilities

Employees are required to interact with one another, members of the public, and all others in the workplace in a professional, courteous, fair, and equitable manner. There is no place for any form of discrimination, harassment, sexual harassment, disrespectful behaviour, or reprisal within LAC.



Creating and maintaining a respectful workplace is a shared responsibility. Every individual to whom this policy applies is expected and required to abide by the standards of behaviour set out in this policy. This includes:

- Ensuring words and actions are consistent with this policy
- Raising concerns of prohibited behaviour as soon as possible
- Cooperating in investigations and handling alleged prohibited behaviour upon request
- Maintaining confidentiality related to investigations of alleged behaviour
- Participating in training associated with this policy

The organization's leadership (Executive Director and Board President) have additional responsibilities to create and maintain respectful workplaces, including:

- Setting a good example by ensuring their own words and conduct adhere to this policy
- Being aware of what constitutes prohibited behaviour and the procedures in place for addressing and resolving such behaviour
- Addressing observations or allegations of prohibited behaviour
- Consulting with the organization's legal advisors as needed
- Keeping a detailed record of any violations of this policy, and the corrective actions taken, reporting this information as required
- Monitoring the workplace where prohibited behaviour has occurred to ensure it has stopped
- Providing appropriate support to all those in their work area affected by prohibited behaviour, including witnesses

5. Community Arts Investment Program Recipients

LAC is committed to supporting the local arts sector in building capacity to deal with issues of discrimination, harassment, disrespectful behaviour, or reprisal and to provide respectful workplaces.

All successful CAIP recipients must sign a CAIP Contract that includes a commitment to provide safe working conditions and to foster a workplace free from discrimination, harassment, disrespectful behaviour, and reprisal.

If a complaint is received by LAC, the organization will proceed with care to protect the reputation and dignity of the parties involved, while requiring that CAIP recipients act to ensure working conditions without harassment or intimidation.



Failure to respect the commitment to provide a workplace free from discrimination, harassment, disrespectful behaviours, and reprisal could result in LAC initiating a process to review and potentially reverse an investment decision.

5.1. Dealing with complaints of unsafe working conditions in organizations receiving Development Acceleration Stream (“DAS”) investments and Annual Stream Investments:

- If LAC receives a complaint of unsafe working conditions within a DAS and/or Annual organizations, LAC requires the complainant to direct the complaint to the specific organization’s leadership (either Executive Director or Board President), with LAC in cc.
- As per CAIP Guidelines and the contract, LAC will request that the organization provides assurance that they have appropriate policies and mechanisms in place to deal with complaints and that these are being applied. Failure to provide adequate proof could result in cancellation of the investment.
- LAC encourages all complainants to seek legal advice.

5.2. Dealing with complaints of unsafe working conditions in project investment awarded workplaces:

- If LAC receives a complaint of unsafe working conditions in relation to a workplace awarded a project investment, LAC will require the complainant to direct the complaint to the recipient organization’s leadership, where applicable. LAC will also encourage the complainant to seek legal advice.
- If LAC receives a complaint of unsafe working conditions in relation to the workplace or studio practice related to individual artists or artist collectives awarded a project investment, LAC encourages the complainant to seek legal advice.
- Where a project investment recipient has breached the terms and conditions of the CAIP contract by failing to provide safe working conditions, LAC may review and/or reverse the investment.
- LAC cannot ban applicants from applying for an investment in the future

5.3. Community Arts Investment Program Jury Process

Information about past, substantiated claims of unsafe working conditions will only be discussed within the assessment process if the project investment application includes activities within a workplace where the applicant has not shown that they have appropriate policies and safeguards.



5.4. Limitations

LAC can only address and respond to complaints of unsafe working conditions in the context of an active investment. LAC's capacity to act on complaints is limited to ensuring compliance with the terms and conditions of an active investment contract.

LAC is not a judicial nor quasi-judicial body, and as such does not have the power to investigate and cannot intervene in disputes between parties. This includes but is not limited to allegations of harassment or improper conduct outside of a workplace awarded a CAIP investment, contractual disputes, copyright infringement or other legal disputes. LAC will acknowledge receipt of such complaints but is unable to take investigative action.

Complainants are encouraged to consult with a lawyer and/or their professional associations who may have additional avenues for the pursuit of a complaint or may be able to provide support and guidance.

6. London Arts Live/ Culture City X Artists

6.1. Dealing with Complaints about London Arts Live and Culture City X

LAC is committed to supporting the local arts sector in building capacity to deal with issues of discrimination, harassment, disrespectful behaviour, or reprisal and to provide respectful workplaces.

All LAL/CCX artists must sign a Letter of Understanding annually that includes a commitment to contribute to safe working conditions and to foster a professional environment free from discrimination, harassment, disrespectful behaviour, and reprisal.

If a complaint is received, the organization will proceed with caution to protect the reputation and dignity of the parties involved, while requiring the artist in question to act to ensure harassment-free working conditions.

Failure to uphold the commitment to contribute to a professional environment free of discrimination, harassment, disrespectful behaviour, and reprisal may result in LAC initiating a review process and potentially barring the artist from participating in LAL/CCX as well as other LAC programs and projects.



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7. Acknowledgement

The LAC expects every employee to submit a signed acknowledgement form, affirming the knowledge and understanding of, and compliance with, the Respectful Workplace Policy on no less than an annual basis, and to disclose any transactions where it might appear to an outsider that any of these policies have not been observed.

8. Revision of the Policy

LAC is committed to continuing to enhance its respectful workplace policies, practices, and procedures. This policy will be reviewed annually to ensure it remains current and is appropriately implemented. Employees are encouraged to provide input and feedback to the Executive Director.

9. Explanation of the Policy

LAC's Executive Director will be the sole authority to interpret and implement the content of this policy.

Date: _____

Name: _____

Signature: _____