

**Canadian Chamber Choir
Harassment Prevention Policy**
September 2019

1. Purpose

The Canadian Chamber Choir is committed to providing a workplace free from harassment or discrimination. The CCC acknowledges that its activities involve interactions with many people from the general public over which the CCC has no authority. However, the intention of this policy is to:

- a. Set the expectations for any space in which a CCC activity takes place;
- b. Protect individuals both affiliated with the CCC and who interact with the CCC; and
- c. Minimize harm, including where harassment has occurred and the CCC has no purview over the offending individual.

2. Policy

- a. The Canadian Chamber Choir expects a harassment-free environment for all individuals involved with the activities of the CCC.
- b. Harassment of any kind will not be tolerated, and will be remedied in a timely manner.

3. Definitions

- a. *Harassment* is defined as but not limited to any unwanted physical or verbal conduct that offends or humiliates. It can be a single incident or several incidents over time. It includes but is not limited to threats, intimidation, displays of discrimination, unnecessary physical contact, suggestive remarks or gestures, offensive pictures or jokes. Harassment will be considered to have taken place if a reasonable person ought to have known that the behavior was unwelcome.
- b. *Discrimination* is defined as per the CCC's *Equity and Non-Discrimination Statement*.
- c. *Individuals* are defined as any individual providing service on behalf of or receiving service from the CCC. This includes but is not limited to those affiliated with the CCC: staff, singers, board members, CCC volunteers, conducting fellows, apprentice singers, guest artists, etc.; and those interacting with the CCC: hosts, billets, workshop or concert participants, etc.
- d. *Activities* include but are not limited to performances, workshops, rehearsals, meetings, social gatherings, etc.
- e. *The Canadian Chamber Choir* is referred to as 'the CCC'.

4. Procedure – An individual who believes they are being harassed during the course of a CCC activity is advised to take the following measures:

- a. Attempt to resolve the situation directly, if it is reasonable and safe to do so. Make their objection, disapproval and/or unease known to the offending person in a clear manner and politely but firmly request that it stop. This may be done

with the support of the Chair of the Board, the General Manager, the Singer Representative, or another individual.

- b. It is recommended to keep a personal record of any incidents of harassment including dates, times and the names of any witnesses; as well as details of any attempt to resolve the situation.
- c. If a direct resolution is not possible and/or harassment continues, a formal report of harassment can be made to one of three designated recipients:
 - i. The Chair of the CCC Board,
 - ii. The CCC's General Manager, or
 - iii. The CCC's Singer Representative.If a designate other than the Chair of the Board receives a report of harassment, they shall inform the Chair immediately (or the Vice Chair, if the Chair is involved in the incident).
- d. Initial response to a formal report will be made within 48 hours, and subsequent steps taken in as timely a manner as possible.
- e. Wherever appropriate and possible, the parties involved will be offered mediation by a neutral person prior to proceeding with an investigation.
- f. If mediation is not applicable or does not come to a resolution AND the offending individual is affiliated with the CCC, an investigation will be conducted. An external investigator or consultant may be engaged for this purpose. Upon completion of the investigation, a decision will be made regarding whether harassment did occur.
- g. If mediation is not applicable or does not come to a resolution AND the offending individual is not affiliated with the CCC, corrective measures will be taken to prevent further harm, including but not limited to: apology, reporting the incident to an external entity, reassignment or relocation, and/or referral to an assistance program.
- h. If an individual affiliated with the CCC has been determined to be in breach of this policy, corrective action may be taken as determined by the Chair of the Board (or the Vice Chair, if the Chair is involved in the incident) in consultation with the Human Resources Committee of the Board, including but not limited to: apology, referral to an assistance program, reassignment or relocation, training, suspension, dismissal, and/or legal action.

5. Responsibilities

- a. The Chair of the Board will ensure that this policy is applied in a consistent manner. If the Chair is involved in the incident, the Vice Chair will act as the representative of the Board.
- b. Along with the Chair of the Board, the General Manager and the Singer Representative will ensure that any reports of harassment are handled respectfully and with confidentiality, timeliness and fairness.
- c. Individuals affiliated with the CCC will sign an acknowledgement that they have read and understood this policy.

- d. All individuals are asked to contribute to a harassment-free environment, report any and all instances of harassment that are either witnessed or experienced, cooperate with any investigation of harassment, and respect the confidentiality of the process.

6. Access to this Policy will be as follows:

- a. A copy will be provided to all individuals affiliated with the CCC.
- b. It will be posted on the CCC website for public access.
- c. All external contracts will include a notice that this policy is in effect for the duration of their contract and will reference its location on the CCC website.

7. References and Governing Legislation

- a. Canadian Chamber Choir *Equity and Non-Discrimination Statement* (currently under development)
- b. Canadian Human Rights Act
- c. Canada Labour Code

I acknowledge that I have received and read the above Harassment Prevention Policy and/or have had it explained to me. I understand that it is my responsibility to abide by all the procedures contained in this policy and to report any incidents of harassment as set forth in this policy.

Date: _____

Signature: _____