

ANTI-HARASSMENT AND ANTI-VIOLENCE POLICY

Propeller Dance is committed to providing a work environment in which everyone is treated with respect and dignity. Workplace harassment or violence will not be tolerated from any person in the workplace including employees, supervisors, persons under contract with Propeller Dance, participants, third-party support personnel, venue employees or members of the public, as applicable.

All employees, contractors, and volunteers will be required to complete mandatory training (provided by Propeller Dance) related to workplace harassment and violence. In addition to this, Propeller Dance may require mandatory refresher training from time to time, as necessary.

Workplace harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome or workplace sexual harassment.

Workplace sexual harassment means:

- a. engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- b. making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome;

Workplace violence means the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker. It also includes an attempt to exercise physical force against a worker in a workplace, that could cause physical injury to the worker; and a statement or behaviour that a worker could reasonably interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Reasonable action taken by Propeller Dance management relating to the management and direction of workers or the workplace is not workplace harassment.

Workers are encouraged to report any incidents of workplace harassment or violence to one or both of the Propeller Dance Co-Directors.

Management will investigate and deal with all complaints or incidents of workplace harassment or harassment in a fair, respectful and timely manner. Information provided about an incident or about a complaint will not be disclosed except as necessary to protect workers, to investigate the complaint or incident, to take corrective action or as otherwise required by law.

Managers, supervisors and workers are expected to adhere to this policy and will be held responsible by the employer for not following it. Workers are not to be penalized or disciplined for reporting an incident or for participating in an investigation involving workplace harassment or violence.

If a worker needs further assistance, he or she may contact one or both of the Co-Directors.

Workplace Harassment or Violence Program

Propeller Dance is committed to providing a work environment in which everyone is treated with respect and dignity. Workplace harassment or violence will not be tolerated from any person in the workplace.

The workplace harassment or violence program applies to all workers including managers, supervisors, temporary employees, students and subcontractors.

Workplace harassment or violence

Workplace harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome or workplace sexual harassment.

Workplace sexual harassment means:

- a. engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- b. making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome;

Workplace violence means:

- a. the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker.
- b. It also includes an attempt to exercise physical force against a worker in a workplace, that could cause physical injury to the worker; and a statement or behaviour that a worker could reasonably interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Reasonable action taken by the employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment. At times Propeller Dance may provide critical direction or feedback in a respectful manner in order to ensure we continue to provide only the highest quality programs.

Reporting workplace harassment or violence

How to report workplace harassment or violence

Workers can report incidents or complaints of workplace harassment or violence verbally or in writing. Email is acceptable. When submitting a written complaint, please use the workplace harassment or violence complaint form (see attached). When reporting verbally, the reporting contact, along with the worker complaining of harassment or violence, will fill out the complaint form.

The report of the incident should include the following information:

- i. Name(s) of the worker who has allegedly experienced workplace harassment or violence and contact information
- ii. Name of the alleged, position and contact information (if known)
- iii. Names of the witness(es) (if any) or other person(s) with relevant information to provide about the incident (if any) and contact information (if known)
- iv. iv. Details of what happened including date(s), frequency and location(s) of the alleged incident(s)
 - a. Any supporting documents the worker who complains of harassment or violence may have in their possession that are relevant to the complaint.
 - b. List any documents a witness, another person or the alleged may have in their possession that are relevant to the complaint.

Who to report workplace harassment to

An incident or a complaint of workplace harassment or violence should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated in a timely manner.

Report a workplace harassment or violence incident or complaint to one or both of the Co-Directors. If one or both of the Co-Directors is are the person(s) engaging in the workplace harassment, report the incident or complaint to the Chair of the Board of Directors.

One or both of the Co-Directors shall be notified of the workplace harassment or violence incident or complaint so that they can ensure an investigation is conducted that is appropriate in the circumstances. If the incident or complaint involves one of the Co-Directors or a member of the Board of Directors, an external person qualified to conduct a workplace harassment or

violence investigation who has knowledge of the relevant workplace laws will be retained to conduct the investigation.

All incidents or complaints of workplace harassment or violence shall be kept confidential except to the extent necessary to protect workers, to investigate the complaint or incident, to take corrective action or otherwise as required by law.

Investigation

Commitment to investigate

Propeller Dance will ensure that an investigation appropriate in the circumstances is conducted when they become aware of an incident of workplace harassment or violence or receive a complaint of workplace harassment or violence.

Who will investigate

Either of the Co-Directors will determine who will conduct the investigation into the incident or complaint of workplace harassment or violence. If the allegations of workplace harassment or violence involve either of the Co-Directors or a member of the Propeller Dance Board of Directors, Propeller Dance will refer the investigation to an external investigator to conduct an impartial investigation.

Timing of the investigation

The investigation must be completed in a timely manner and generally within 90 days or less unless there are extenuating circumstances (i.e. illness, complex investigation) warranting a longer investigation.

Investigation process

The person conducting the investigation whether internal or external to the workplace will, at minimum, complete the following:

- i. The investigator must ensure the investigation is kept confidential and identifying information is not disclosed unless necessary to conduct the investigation. The investigator should remind the parties of this confidentiality obligation at the beginning of the investigation.
- ii. The investigator must thoroughly interview the worker who allegedly experienced the workplace harassment or violence and the alleged harasser(s), if the alleged harasser is a worker of the employer. If the alleged harasser is not a worker, the investigator should make reasonable efforts to interview the alleged harasser.
- iii. The alleged harasser(s) must be given the opportunity to respond to the specific allegations raised by the worker. In some circumstances, the worker who allegedly

- experienced the workplace harassment or violence should be given a reasonable opportunity to reply.
- iv. The investigator must interview any relevant witnesses employed by the employer who may be identified by either the worker who allegedly experienced the workplace harassment or violence, the alleged harasser(s) or as necessary to conduct a thorough investigation. The investigator must make reasonable efforts to interview any relevant witnesses who are not employed by the employer if there are any identified.
 - v. The investigator must collect and review any relevant documents.
 - vi. The investigator must take appropriate notes and statements during interviews with the worker who allegedly experienced workplace harassment or violence, the alleged harasser and any witnesses.
 - vii. The investigator must prepare a written report summarizing the steps taken during the investigation, the complaint, the allegations of the worker who allegedly experienced the workplace harassment, the response from the alleged, the evidence of any witnesses, and the evidence gathered. The report must set out findings of fact and come to a conclusion about whether workplace harassment or violence was found or not.

Results of the investigation

Within 10 days of the investigation being completed, the worker who allegedly experienced the workplace harassment or violence and the alleged, if they are a worker of the employer, will be informed in writing of the results of the investigation and any corrective action taken or that will be taken by the employer to address workplace harassment or violence.

Confidentiality

Information about complaints and incidents shall be kept confidential to the extent possible, however anonymous complaints will not be investigated.

Information obtained about an incident or complaint of workplace harassment or violence, including identifying information about any individuals involved, will not be disclosed unless disclosure is necessary to protect workers, to investigate the complaint or incident, to take corrective action or otherwise as required by law.

While the investigation is on-going, the worker who has allegedly experienced harassment or violence, the alleged and any witnesses should not to discuss the incident or complaint or the investigation with each other or other workers or witnesses unless necessary to obtain advice about their rights. The investigator may discuss the investigation and disclose the incident or complaint-related information only as necessary to conduct the investigation.

All records of the investigation will be kept confidential.

Handling complaints

Anonymous complaints will not be investigated.

Throughout the investigative process restrictions may be implemented to limit or control any interaction with the complainant and the alleged so as to avoid unnecessary discomfort for either party during the investigative process.

In the event that harassment or violence is found to have occurred, the employer will take any and all necessary steps to ensure that no further such incidents occur, including disciplinary measures up to and including immediate termination.

Record keeping

Propeller Dance (or designated person) will keep records of the investigation including:

- a. a copy of the complaint or details about the incident;
- b. a record of the investigation including notes;
- c. a copy of the investigation report (if any);
- d. a summary of the results of the investigation that was provided to the worker who allegedly experienced the workplace harassment or violence and the alleged, if a worker of the employer;
- e. a copy of any corrective action taken to address the complaint or incident of workplace harassment.

All records of the investigation will be kept confidential. The investigation documents, including this report should not be disclosed unless necessary to investigate an incident or complaint of workplace harassment, take corrective action or otherwise as required by law.

Records will be kept for 24 months from the date the investigation is completed and a finding is communicated to the complainant and the respondent.

Workplace Harassment Complaint Form

1. Name and contact information of worker who has allegedly experienced workplace harassment (your name):
2. Name of alleged harasser(s) and contact information, if available:
3. Details of the complaint of workplace harassment

Please describe in as much detail as possible the bullying and harassment incident(s), including: (a) the names of the parties involved; (b) any witnesses to the incident(s); (c) the location, date and time of the incident(s); (d) details about the incident(s) (behaviour and/or words used); (e) any additional details. (Attach additional pages if required)

4. Relevant documents/evidence

Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted. If you are not able to attach documents and they are relevant to your complaint, please list the documents below. If someone else has relevant documents, please note that below.

5. Signature:

6. Date: