



## What Can You Do About Violence and/or Harassment?

All people have a responsibility to report actual or suspected violence and harassment. If you believe you or another individual has experienced or have witnessed harassment, you are required to:

1. Tell the alleged offender (with a witness present) that the behaviour is unwelcome and unacceptable and must be stopped. If you are uncomfortable approaching the alleged offender, please report to the Play Director, General Manager, the Chair of the Board of Directors, or another member of the Board of Directors.
2. Keep a written record of incidents, dates, times, locations, possible witnesses, and your response to the behaviour. You do not have to have a record to make a complaint, but a record can strengthen your case and help you remember details over time. Anyone who receives a report of an incident and is not a victim or alleged offender in that incident needs to make a written incident report.
3. If the behaviour continues, make a complaint by reporting the situation to any one of the Play Director, General Manager, the Chair of the Board of Directors, or another member of the Board of Directors. Although it is our desire to address these matters expediently and at the earliest opportunity possible, if you do not feel comfortable approaching any of the persons above, you are not required to address them in the order provided and at all times may avail yourself of whatever remedies are otherwise available to you. In making a complaint, you should establish:
  - a) Who the alleged offender is and a description of the offensive behaviour
  - b) When the incident(s) took place
  - c) The surrounding circumstances
  - d) Other people, including witnesses, who may assist in defining the incident.
  - e) If and when you told the alleged offender that the behaviour must be stopped, and the name of the witness(es) present

## Dealing With A Complaint

1. Once a complaint is received it will be kept strictly confidential insofar as legally possible. An investigation will be undertaken in an expedient fashion, and necessary steps taken to resolve the problem.
2. Both the complainant and the alleged harasser will be interviewed, as well as any individuals who may be able to provide relevant information. All information will be kept in confidence.
3. While an investigation is taking place the General Manager or Board of Directors has the right to provide a mentor or supervisor from the Board of Directors to a production for the safety and peace of mind of all employees, specifically where vulnerable and underage persons are concerned.
4. If the investigation reveals evidence to support the complaint of violence or harassment, the offender will be disciplined appropriately. Discipline may include suspension or dismissal, and the incident will be documented in the harasser's file. No documentation will be placed on the complainant's file, whether the complaint is upheld or not.

5. If the investigation fails to find evidence to support the complaint, there will be no documentation concerning the complaint placed in the file of the alleged offender.

6. Regardless of the outcome of a complaint made in good faith, the person lodging the complaint, as well as anyone providing information will be protected from any form of retaliation by either co-workers or superiors. This includes dismissal, demotion, unwanted transfer or denial of opportunities within the organization, or harassment of an individual as a result of his/her having made a complaint or having provided evidence regarding the complaint.

**Note: Grande Prairie Live Theatre has a duty to report any criminal act that is made known to them, or that it reasonably suspects has occurred, to the police. GPLT also has a duty to report any violation of this Policy that is made known to them, or that they reasonably suspect has occurred, to the Board of Directors. If you are under 18 years of age at the time you allege harassment or sexual harassment, GPLT is required by law to inform your parents, legal guardians, and/or the authorities.**

The law in Alberta is very clear. When an adult is told directly by a youth that the youth may have been the victim of possible illegal behaviour by an adult, the adult who hears the direct disclosure has the legal obligation to report the possible illegal behavior to Alberta Children’s Services. This reporting can be done anonymously.

To report a concern call the local Grande Prairie report line 780 538 5122 or call the Child Abuse Hotline: 1-800-387-KIDS (5437).

### **Responsibility of Management**

It is the responsibility of the General Manager, Chair of the Board of Directors, and Board of Directors of GPLT to take immediate and appropriate action to report or deal with incidents of violence or harassment of any type whether brought to their attention or personally observed. **Under no circumstances** should a complaint be dismissed or downplayed, nor should the complainant be told to “deal with it” personally. The GPLT is committed to providing a healthy work environment for all people. Violence and harassment will not be tolerated within this organization.

### **Responsibility of Everyone involved with Grande Prairie Live Theatre**

It is the responsibility of everyone to maintain and contribute to a healthy workplace. It is your responsibility not to engage in improper behaviour, not to promote it, and not to enable it. This includes taking responsibility to report any violent situations and/or harassing behaviours in accordance with the Safety & Inclusion policy and this procedure, whether direction involved, indirectly involved or as a witness. Everyone should also support others in referencing this prevention policy for information as appropriate. Everyone must fully cooperate with any investigation or inquiries made in accordance with this procedure. Everyone has a responsibility to support others and cooperate with inquiries relating to any incidents, reports or investigations relating to any complaints made under this procedure.

**Additional Rights**

You have the right to contact the Alberta Human Rights Commission to file a complaint of harassment, and, if circumstances warrant it, a charge of assault may be filed with the police. A complaint must be filed with the Alberta Human Rights Commission within 12 months of the alleged incident.

**Alberta Human Rights Commission****Northern Regional Office****Confidential Inquiry Line 780-427-7661**

To call toll-free within Alberta, dial 310-0000 and then enter the area code and phone number.

**TTY service for persons who are deaf or hard of hearing**

Toll-free within Alberta 1-800-232-7215

Alberta Human Rights Commission

Northern Regional Office

800 Standard Life Centre

10405 Jasper Avenue

Edmonton, AB T5J 4R7

Phone (780) 427-7661

Fax (780) 427-6013