



Theatre: 16 Ryerson Ave. Toronto ON M5T 2P3

Office: 555 Richmond St. W., Suite 502 Toronto ON M5V 3B1

p 416-504-8988 f 416-504-8980 e [info@passemuraille.on.ca](mailto:info@passemuraille.on.ca) w [passemuraille.ca](http://passemuraille.ca)

**Marjorie Chan** | Artistic Director **Indrit Kasapi** | Interim Managing Director

## **Theatre Passe Muraille Anti-Harassment and Violence Policy Statement**

**TO:** ALL EMPLOYEES, CONTRACTED WORKERS AND COMPANY MEMBERS

**DATE:** 2021-11-04

**SUBJECT:** Policy Statement for Theatre Passe Muraille

### **Our commitment**

At Theatre Passe Muraille, we are committed to providing a safe and respectful work environment for all staff, contract workers, company members, and customers. No one, whether a manager, an employee, a contractor, an artist, or a member of the public, should experience or tolerate harassment at Theatre Passe Muraille, for any reason, at any time. And no one has the right to engage in harassment at work or in any situation related to employment. Everyone in the workplace (which includes the office, theatre, and rehearsal space) must be dedicated to preventing workplace violence.

We are in the process of updating our harassment policy so that it reflects best practices, is tailored for our unique work environment(s) and suggests trauma-informed approaches to reporting and investigations. This policy is one step toward ensuring that our workplace is a safe and comfortable place for all of us.

### **Harassment is against the law**

The *Occupational Health and Safety Act* and the *Human Rights Code* protect us from harassment, including discriminatory or sexual harassment, in our workplaces. The *Criminal Code* protects us from physical and sexual assault. Theatre Passe Muraille recognizes our legal obligations to provide and foster a workplace free of violence and harassment. You have a right to live and work without being harassed. If you are harassed, you can do something about it, and you have the right to come forward without fear of reprisal or retaliation.

### **Employees', company members and contract workers responsibilities**

All employees, contract workers and company members have the responsibility to treat each other with respect and to speak up if they or someone else is being harassed. All employees, contract workers and company members have a responsibility to report harassment and incidents of violence to the appropriate person. All employees, contract workers and company members are responsible for respecting the confidentiality of anyone involved in a harassment complaint to the greatest extent possible while still ensuring that appropriate action is taken to address the situation and maintain a safe work environment. An employee, contract worker or



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company member may refuse to work where they have reason to believe that they are in danger of being a victim of workplace violence.

### **Managers'/Supervisors responsibilities**

Each manager and supervisor is responsible for fostering a safe working environment, free of harassment. Managers and supervisors must set an example for appropriate workplace behaviour. Management will investigate and deal with all concerns, complaints, or incidents of workplace violence in a fair and timely manner while respecting workers' privacy as much as possible. Courts may impose penalties on the employer and the manager with respect to their failure to address harassment or violence in the workplace in situations where they knew or ought to have known about the conduct but did not take steps to address it. A manager that did nothing to prevent harassment or to mitigate its effects may find themselves facing discipline or other legal consequences.

### **Theatre Passe Muraille's responsibilities**

As an employer and a host, Theatre Passe Muraille also has a responsibility to be aware of what is happening in the workplace. As Managing Director, I promise to treat all incidents of harassment seriously. I undertake to act on all complaints and to ensure that they are resolved as quickly, confidentially, and fairly as possible. I will discipline anyone who is found to have harassed a person or group of people or who retaliates in any way against anyone who has complained of harassment or given evidence in harassment investigations. I will ensure that managers have the knowledge and tools to act properly to address harassment and will discipline those who fail to do so.

At Theatre Passe Muraille, we will not put up with harassment. In order to create a safe and harassment-free workspace, **the Company has and will continue to:**

- Communicate Theatre Passe Muraille's workplace violence and harassment prevention policies to stakeholders.
- Engage workers in assessments to measure the risks of potential workplace violence on a regular basis.
- Educate workers about the duties of employers and managers that apply to workplace violence.
- Develop measures and procedures to prevent violence in the workplace and identify risks that could expose a worker and company members to physical injury.
- Identify procedures for workers and company members to report incidents of workplace violence to the employer/theatre management.
- Determine how the employer/Theatre Management will investigate and deal with incidents or complaints of workplace violence.



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**We are in the process of updating our harassment policy so that it reflects best practices, and we will continue to review all harassment and violence prevention policies annually with employees and managers.**

While the Company cannot practically address harassment which takes place outside of the workplace, the Company is obliged to take reasonable precautions to protect workers against the known risks associated with domestic violence issues. We therefore ask that workers provide the Company with information regarding any person with a history of violent behaviour if the worker could be expected to encounter that person in the course of their work. When workers come forward with this information, we will work together to develop reasonable precautions to protect workers from workplace injuries while respecting the worker(s)' confidentiality to the greatest extent possible.

Sincerely,

A handwritten signature in black ink, appearing to read "Régine Cadet".

**Régine Cadet**  
Outgoing Managing Director

A handwritten signature in blue ink, appearing to read "Kasapi".

**Indrit Kasapi**  
Interim Managing Director

A handwritten signature in black ink, appearing to read "Marjorie Chan".

**Marjorie Chan**  
Artistic Director