

Appendix B: Theatre Passe Muraille Policy on Discrimination, Harassment, and Violence - Complaint Intake Form Option 1

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|-----------------------|--|
| Date: | |
| Complainant: | |
| Respondent(s): | |

| Date of Incident | Type of Allegation | Incident Summary | Witnesses | Supporting Documents |
|---|--|---|--------------------------------|--|
| As specific as you can be, whether it's the exact date and time or if it's just a month and year. | (e.g. Harassment, Sexual Harassment, Bullying, Violence, Discrimination) | A description of the facts of what happened (Who, What, Where, When, Why) | Who saw or heard the incident? | Any documentation you have that supports the allegation? (i.e. emails, screenshots, video clips, photos etc.) |
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Theatre Passe Muraille Policy on Discrimination, Harassment, and Violence - Complaint Intake Form Option 2

1. Date of Incident: As specific as you can be, whether it's the exact date and time or if it's just a month and year.
2. Type of Allegation: (e.g. Harassment, Sexual Harassment, Bullying, Violence, Discrimination)
3. Incident Summary: A description of the facts of what happened (Who, What, Where, When, Why).
4. Witnesses: Who saw or heard the incident?
5. Supporting Documents: Any documentation you have that supports the allegation? (i.e. emails, screenshots, video clips, photos etc.)

Appendix C - TPM Whistleblower Hotline



WHISTLEBLOWER HOTLINE

Hotline De Dénonciation



MAKE A SUBMISSION:
FAIRE UNE SOUMISSION:

Online Form:
Formulaire en ligne:

www.thetandemteam.com/whistleblower



SCAN ME
SCANNE MOI

CODE
7001952

Email:
whistleblower@thetandemteam.com

Phone/Téléphone:
(844) 487-4729

Mail/Courrier:
The Tandem Team
#300 - 3665 Kingsway
Vancouver, BC V5R 5W2
Canada

**theatre
passe
muraille**

The Tandem Team's anonymous incident reporting system allows you the opportunity to submit a range of issues, such as:

- **Bullying or Harassment**
- **Discrimination**
- **Endangerment of Health and Safety**
- **Illegal or Unethical Behaviour**

Please note: All provided information to our system will be transferred to Theatre Passe Muraille within 24 hours of submission. Submissions without the accurate company code (7001952) will not be accepted.

Le système de rapport d'incident anonyme de The Tandem Team vous permet de soumettre une gamme de problèmes, tels que :

- **Intimidation et harcèlement**
- **La discrimination**
- **Pratiques de travail dangereuses**
- **Comportement illégal ou contraire à l'éthique**

Remarque: Toutes les informations fournies seront transférées à votre employeur (Theatre Passe Muraille) dans les 24 heures suivant la soumission. Les soumissions sans le code d'entreprise exact (7001952) ne seront pas acceptées.

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www.thetandemteam.com/terms-and-conditions

Privacy policy: Politique de confidentialité:
www.thetandemteam.com/privacy-policy

www.thetandemteam.com

