

Gaslight Community Theatre Productions— Equity, Diversity, Inclusion, and Harassment Policies

Recognizing and Acknowledging

Gaslight Community Theatre Productions (GCTP) acknowledges that racism and discrimination are normalized within Canadian society, embedded in our institutions, systems, and assumptions. Both prevent equality of opportunity and limit participation. GCTP further acknowledges that racism and discrimination can be based on (yet not limited to) colour, citizenship, gender, age, religion, accent, ethnicity, ancestry, or place of origin, and can impact people with disabilities.

Commitment to Action

GCTP is committed to

- supporting and fostering BIPOC (where the acronym BIPOC refers to “black, indigenous, and people of colour”) and diverse artists, volunteers, partnerships, and stories through the projects we develop and present;
- reflecting and documenting these goals and actions in our strategic plans, governing documents, and annual reviews;
- increasing awareness of and appreciation for Canada’s racial, cultural, religious, and linguistic diversity;
- modelling EDI practices and offering opportunities for EDI training and education;
- providing an environment that is free of racism, discrimination, and bias, where all individuals are treated with respect and dignity;
- ensuring our Board of Directors is dedicated to implementing and respecting EDI procedures, plans, and processes;
- reviewing and updating the anti-racism policy annually to ensure GCTP’s commitment;
- developing a complaint procedure to address any perceived violations;
- making all decisions transparently.

Communication

GCTP will

- create and distribute communications, both external and internal, consistent with GCTP's EDI policies;
- use language and images that are inclusive, reflecting Canada's racial and ethnic diversity in all our publications, policies, and communications with the public.

Code of Conduct Policy

Each one of GCTP's volunteers is a representative and caretaker of GCTP's reputation. How GCTP's volunteers conduct themselves and treat others, such as fellow volunteers, audience members, and community partners, determines and affects GCTP's community image. GCTP aspires to high standards in all aspects of its organization and productions. With a regular influx of volunteers, performers, and theatre practitioners, all members of the GCTP community shall expect to learn from each other by example, mentoring, and respectful practice. The successful operation of all aspects of GCTP requires everyone to live up to their commitments and to accept appropriate levels of responsibility.

GCTP does not tolerate bullying, physical or verbal intimidation, substance abuse, or disrespect from anyone or for anyone within our company or in the locations in which we perform and/or operate. Representatives of GCTP are expected to conduct themselves in a professional manner by way of actions, attitude, language, and attire.

GCTP values the diversity of its volunteers, its patrons, and its community partners, and is committed to preserving an environment supportive of human dignity and respect. It is the policy of GCTP to ensure that every volunteer's experience is free of intimidation, discrimination, harassment, and violence. Such acts in any form will not be tolerated. We acknowledge our responsibility to support and assist persons subject to violence and harassment, and to take immediate and appropriate action to stop such conduct.

Procedures for Addressing Concerns or Complaints

GCTP volunteers should familiarize themselves with the processes by which concerns and complaints are reported and addressed.

Informal resolution procedure:

1. When an incident occurs, immediately tell the offending individual(s) that the behaviour is unwelcome and request that the behaviour stop immediately. Speak

to them directly or write them a letter (date it and keep a copy, and share a copy of the letter with GCTP's Executive Producer).

2. Record the details of the incident, including when it happened and the name of anyone who may have witnessed the incident.

Formal resolution procedure:

All formal complaints must be made to the current Executive Producer. The producer and at least one other of the current board members will investigate the complaint as follows:

1. Collect all pertinent information from the complainant.
2. Inform the alleged harasser of the details of the complaint and solicit their response.
3. Interview any witnesses.
4. Decide whether, on a balance of probabilities, the harassment did take place, and recommend appropriate remedies, penalties, or other action.

Remedies for the victim:

A person who has been harassed should expect the following:

1. Reports of discrimination, harassment, or violence will be taken seriously and will be dealt with in a timely manner.
2. An oral or written apology will be issued by the harasser and the current Executive Producer.

Corrective action for the harasser:

Someone who has harassed another person will be subject to one or more of the following forms of discipline, depending on the severity of the harassment:

1. They will make a formal apology to the complainant.
2. They may be expected to complete relevant training.
3. They may be asked to refrain from volunteering for GCTP in the future.

Gaslight Community Theatre Productions wishes to acknowledge Shadowpath Theatre and Ingersoll Theatre of Performing Arts for providing direction as we revised our EDI policy.

**Equity, Diversity, and Inclusion Resources—
A brief, curated list of online resources**

Professional Association of Canadian Theatres, EDI Library -
<https://www.pact.ca/resources/edi-library>

- Key Terminology and Definitions
- To Equalize Power Among Us
- PACT Resource Packet

Simon Fraser University - <https://www.lib.sfu.ca/help/academic-integrity/edi>

- iBelong : Bias