



OTTAWA DANCE DIRECTIVE (ODD)

Anti-Harassment, Anti-Violence and Anti-Discrimination policy

1. Ottawa Dance Directive is committed to providing an environment free of discrimination, violence and harassment, where all individuals are treated with respect and dignity, can contribute fully and have equal opportunities.
2. Every person has the right to be free from harassment, violence and discrimination. Harassment, violence and discrimination will not be tolerated, condoned or ignored by the Ottawa Dance Directive organization. If a claim of harassment, violence or discrimination is substantiated, disciplinary measures will be applied, up to and including filing reports with appropriate authorities, termination of employment or, in the case of a participant or patron, banning from events presented by Ottawa Dance Directive.
3. **Ottawa Dance Directive is committed to a comprehensive strategy to address harassment, violence and discrimination. Ottawa Dance Directive will:**
 - a. monitor organizational systems that create barriers towards combating discrimination, violence and harassment;
 - b. ensure staff training and education on rights and responsibilities;
 - c. provide an effective and fair complaints procedure.
4. This policy applies to all current employees of Ottawa Dance Directive including all full and part-time, casual, contract, permanent and temporary employees. This policy also applies to all persons who attend Ottawa Dance Directive activities or spaces (including without limitation, offices, studios, outdoor spaces). Without limitation, this policy will therefore apply to patrons, volunteers, artists and other third-party participants, independent contractors and members of the Board of Directors.
5. Ottawa Dance Directive Artistic Director, Associate Director, and/or a Designated Board Member, will be responsible for making decisions related to this policy.
6. Anyone who feels they have been harassed or discriminated against or who feels they have been the victim of violence can communicate any or all of those mentioned above and know that the information will be treated confidentially. Contact information is also available in paragraph 18.
7. **Harassment includes:**
 - a. offending or humiliating someone physically or verbally;



- b. threatening or intimidating someone; and
 - c. making unwelcome jokes or comments about someone's race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity, gender expression, marital status, family status, disability or pardoned conviction.
- 8. Sexual Harassment includes:**
- a. offensive or humiliating behavior that is related to a person's sex;
 - b. behaviour of a sexual nature that creates an intimidating, unwelcome, hostile or offensive work or social environment; and
 - c. behaviour of a sexual nature that could reasonably be thought to put sexual conditions on a person's job or employment opportunities.
- 9. Violent behavior includes:**
- a. hitting or throwing objects at a worker, volunteer, participant or patron;
 - b. sexual violence, or threats of sexual violence, whether conveyed verbally, in writing, or through behavior; screaming and use of language that is demeaning; and
 - c. threats of violence.
- 10. The Artistic Director, Associate Director and Designated Board Member are responsible for:**
- a. administering this policy;
 - b. reviewing this policy annually with the Governance Committee of the Board of Directors and the Board of Directors;
 - c. working with the Board of Directors to make necessary adjustments to ensure that this policy meets the needs of the organization;
 - d. receiving complaints filed under this policy;
 - e. acting on all complaints filed under this policy;
 - f. notifying the Board of Directors, in a timely manner, of all complaints filed under this policy;
 - g. where appropriate, determining whether or not allegations of harassment, violence and discrimination are substantiated;
 - h. where appropriate, hiring a third-party to investigate whether or not allegations of harassment, violence and discrimination are substantiated;
 - i. determining what corrective action is appropriate where a complaint has been substantiated;
 - j. where appropriate, consulting with the Board of Directors regarding any corrective action to be taken.
- 11. Employees, Volunteers and Artists/Participants are responsible for:**



- a. treating others with respect in the workplace and at all Ottawa Dance Directive activities;
- b. reporting harassment, violence and discrimination to the Artistic Director or Associate Director or Representative of the Board; and
- c. co-operating with investigations into complaints filed under this policy and respecting the confidentiality of the investigation process.

12. Employees, Volunteers, Artists/Participants and Patrons can expect:

- a. to be treated with respect at Ottawa Dance Directive activities and gatherings;
- b. that complaints under this policy will be dealt with in a timely, confidential and effective manner;
- c. to have their rights to a fair process and to confidentiality respected by Ottawa Dance Directive employees and Members of the Board of Directors during an investigation of a complaint; and
- d. that all reasonable steps will be taken by Ottawa Dance Directive employees to protect complainants from retaliation for reporting harassment, violence or discrimination, or for cooperating with an investigation.

13. Procedures for Filing a Complaint:

- a. A person (the “complainant”) may file a complaint by contacting the Artistic Director, the Associate Director, and/or the Representative of the Board.
- b. The complaint may be made verbally or in writing.
- c. If the complaint is made verbally, the Artistic Director, Associate Director or Representative of the Board shall record in writing the details provided by the complainant. A copy of the written complaint will be provided to the complainant to sign acknowledging that the statement is accurate.
- d. The complainant should be prepared to provide details such as what happened; when it happened; where it happened; how often and who else was present (if applicable). Complaints should be made as soon as possible but no later than within one year of the last incident, unless there are circumstances that prevented the complainant from doing so.
- e. The Artistic Director, Associate Director or Representative of the Board of Directors will inform the person against whom the complaint is made, either in writing or in person, and will provide as much information as possible while respecting the privacy wishes of the complainant.
- f. Every effort will be made to resolve the complaint within a reasonable period of time.
- g. If either party to a complaint believes that the complaint is not being handled in accordance with this policy, he or she should contact the Artistic Director, Associate Director or Representative of the Board.

14. Substantiated Complaint

2 Daly Avenue, Ottawa, Ontario K1N 6E2 / 613-233-6266 / www.odd-cdc.org



If a complaint is substantiated, the Artistic Director or Associate Director (in consultation with the Board of Directors, where appropriate) will decide what action is appropriate.

- a. The Board of Directors shall be advised of all complaints and of the actions taken to resolve each complaint.
- b. Corrective action against the subject of a substantiated complaint may include: a reprimand; a suspension; a transfer; a demotion; dismissal; or removal from one or more Ottawa Dance Directive events.
- c. Both parties will be advised of the decision.

15. Other Redress

- a. An individual who is not satisfied with the outcome of a complaint may further complain directly to the Board of Directors.

16. Privacy and Confidentiality

- a. Every serious complaint will be brought to the attention of the Board of Directors and will be treated confidentially.
- b. All parties to a complaint under this policy are expected to respect the privacy and confidentiality of other parties involved and to limit the discussion of a complaint to those who need to know.
- c. Ottawa Dance Directive and all individuals involved in complaints under this policy must comply with all requirements to protect personal information.

17. The Ottawa Dance Directive Board of Directors, working with Ottawa Dance Directive employees, will review this policy on an annual basis, or as required, and will make necessary updates and adjustments.

18. Enquiries about this policy should be directed to:

- Artistic Director, Yvonne Coutts-Martignago ycoutts@odd-cdc.org
- Associate Director, Lana Morton lmorton@odd-cdc.org
- Representative of the Board info@odd-cdc.org
- By phone: 613-233-6266
- By mail: Ottawa Dance Directive, 2 Daly Ave, Arts Court, Ottawa K1N 6E2

*This policy is an addendum and update to Ottawa Dance Directive's 2013 HR Policy and Procedural Manual (Sections: Code of Conduct Policy, Equal Employment Opportunity (EEO) and Anti-Bullying, and Grievance Complaints)

*Adopted by ODD Board of Directors on May 1, 2021