

Paper Street Theatre Code of Conduct

What is a Code of Conduct?

A Code of Conduct is a set of behaviour expectations, boundaries and guidelines that we expect every participant to agree to during their involvement in all Paper Street Theatre events, classes, and associated environments.

Who does it apply to?

Our Code of Conduct applies to everyone participating in Paper Street Theatre events in any capacity: this includes students, workshop attendees, performers, teachers, directors, staff, production crews, and volunteers.

It does not apply to the Victoria Improv Community at large; however we expect other improv companies and theatre venues to treat participants respectfully and professionally, and we will follow up with the leadership of other spaces on your behalf if you have a negative experience.

When does it apply?

This Code of Conduct applies at all shows, in all classes, and at all other events hosted/produced by Paper Street Theatre (including official social events like our Summer BBQ).

Why do we have it?

To continue to provide a safe space for all participants, and to have rules and systems in place to manage any situation that threatens that safety. All people have the right to expect to be treated with respect and decency at all times.

The Code

Paper Street Theatre promotes a safe and respectful environment. We do not tolerate harassment and require that all participants, performers, instructors, students and audience behave with respect and decency onstage and off. Paper Street Theatre supports the artistic expression of its performers and students. We do not condone intimidating, abusive, or harassment-based action (physical or verbal) from any members of our small community. These actions are inherently destructive in nature, and will not be tolerated under any circumstance.

These behaviours may include, but are not limited to:

1. Discrimination, harassment, or intimidation of any kind based on:
 - a. an individual's gender expression or identity

- b. race, ethnicity, national origin, or ancestry
 - c. religion or non-belief
 - d. political affiliation
 - e. age
 - f. sexual orientation
 - g. education status, or socioeconomic background
 - h. disability, use of a guide or support animal for disability, or relationship to a person with a disability
2. Assaultive or otherwise violent conduct (verbal or physical) directed toward another community member or audience member.
 3. Inappropriate or unwanted sexual harassment, conduct, or advances (written, verbal, or pictorial) made toward another community member or audience member.

For a more detailed definition of harassment please see: <https://www2.gov.bc.ca/gov/content/careers-myhr/all-employees/working-with-others/address-a-respectful-workplace-issue/define-discrimination-bullying-harassment#bullying-harassment>

What isn't Harassment?

Consensual banter, or romantic relationships, where the people involved agree with what's happening are not considered harassment. Reasonable and respectful action taken by a director or instructor in relation to instructing students, directing shows, and administrating Paper Street Theatre operations is also not considered harassment.

When to Report?

If you believe you are being harassed or witness any form of harassment, you should speak up right away. Incidents or complaints should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated and addressed promptly. Although immediacy is preferred, harassment can be reported at any time.

Record all unwelcome or harassing behaviour in as much detail as possible. Write down what has happened, when, where, how often, who else was present, and how you felt about it. Write down every instance of harassment. Ideal methods of record keeping have a digital timestamp.

Report the problem to the Artistic Director directly, or by using our Anonymous Reporting Form found at www.paperstreettheatre.ca/contact.php

Paper Street Theatre seeks to provide a safe, healthy and rewarding environment for its performers, volunteers, students, and workshop participants. Harassment will not be tolerated. If you feel you are being harassed, don't stay quiet. Please let us know.

Dealing with a Complaint

Once a complaint is received, it will be kept confidential. An investigation will be undertaken immediately and all necessary steps taken to resolve the problem.

In most cases, the complainant and the alleged harasser will be interviewed, as will any individuals who may be able to provide relevant information. All information will be kept in confidence.

When confidentiality cannot be assured, the complainant will be apprised of this fact before additional proceedings commence. Maintaining absolute confidentiality may serve to make the investigation and/or resolution difficult or impossible, and should be carefully considered before complete confidentiality is assured.

If the investigation reveals evidence to support the complaint of harassment, the harasser will be disciplined appropriately. Discipline may include suspension, or dismissal.

If the investigation fails to find evidence to support the complaint, there will be no action taken.

Regardless of the outcome of a harassment complaint made in good faith, the individual lodging the complaint, as well as anyone providing information, will be protected from any form of retaliation. This includes dismissal, demotion, and denial of opportunities within the company or harassment of an individual as a result of their having made a complaint or having provided evidence regarding the complaint.

Interpreting this Code of Conduct

Paper Street Theatre is a sole-proprietorship and so the responsibility for interpreting this Code of Conduct falls to Dave Morris. If a dispute with this Code of Conduct arises, Dave Morris will always be fair and reasonable and allow for debate and discussion, but ultimately he will be the arbiter of what actions are taken on behalf of Paper Street Theatre.