

Carousel Players' Arts Education Policy Manual

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1. INTRODUCTION TO CAROUSEL PLAYERS

1.1 Employee Value Statement

Working at Carousel Players means being part of a family atmosphere. We are a small organization, requiring each employee and self-employed contractor to work equally well independently and as part of a team on all activities. We foster a high degree of trust, honesty and sharing in the open communications required to fulfill our vision.

1.2 Our Vision

Carousel Players is an award-winning professional theatre company for young audiences. We are committed to the development of new work and the production of theatre that entertains and challenges our audiences. We present inspiring and creative plays for children aged 5 to 15 years in theatres, schools and other performance venues. We ensure that our performances, summer theatre school, and outreach programs can be accessed by all children and families regardless of their socio-economic background.

We believe live theatre develops artistic awareness, learning skills and a sense of well-being in children.

1.3 Our Values

Professionalism: We are committed to a consistent, professional quality of work and maintaining our reputation for artistic excellence.

Respect: We strive to be sincere, respectful and playful in our relationships with children and their caregivers.

Ideas: We are eager to share, explore and stimulate new ideas.

Appreciation: We like to show appreciation for our friends in the world around us.

Responsibility: We strive to be a helpful colleague and good citizen in our discipline (theatre for young audiences), in our field (performing arts) and in our community (the Niagara Region).

Legacy: We are dedicated to making all our children's first exposure to professional theatre a playful, enlightening and memorable experience.

Balance: We are committed to helping employees achieve a healthy balance between their personal and professional life.

1.4 Educational Philosophies

At Carousel Players, we believe all children can benefit from drama education. Carousel Players strives to bring arts-based learning opportunities and compelling artistic, cultural, and heritage experiences to students across the Niagara Region. Our focus is on filling the need for more arts education programming that gives children and youth direct access to diverse

experiential and authentic opportunities while inspiring and fostering each child’s individual expression.

Our trained artist educators lead students through drama exercises in improvisation, storytelling, and embodiment of character, inspiring learners to develop empathy, to work collaboratively, and to gain confidence as they play imaginatively. Carousel Players carefully crafts our drama education curriculum with the guidance of education experts to ensure that students benefit both socially and academically, while also increasing self-directed learning, critical thinking, communication, and the appreciation for and active participation in the arts.

1.5 Contribution To The Community

Carousel Players is a professional resource to the local and regional arts-in-education community. Props, costumes and sets are made available to school and community groups. The small theatre created in partnership with the Niagara Folk Arts Multicultural Centre provides an incubator performance and public event space for community and arts groups.

Carousel has developed a series of Summer Theatre Camps, PD Day Camps, and After School Drama Programs available to local school aged children. Carousel is involved with mentorship and internship with local high schools, Niagara College, and Brock University. We have also produced plays in association with the Niagara Symphony Orchestra and Roseneath Theatre. Carousel has partnered with local schools and Brock University on special projects like Commotion, Niagara Artists in the Classroom, Playlinks, City Treaty project, festivals and workshops. Brock University Education and Theatre Departments providing special performances and workshops for pre-service teachers and theatre students.

The Artistic Director, General Manager, and other staff serve as mentors to individual artists, arts workers, and smaller performing arts organizations.

2. Artist Educator Policies

2.1 Employment Equity

POLICY: Employment Equity	
CATEGORY: Artist Educator Policies	NUMBER: 2.1
EFFECTIVE: May 2005	REVISED: September 2019

Policy:

The Corporation is committed to employment equity by providing equal treatment and equal opportunities to all employees and self-employed contractors.

Except where identified as a bona fide occupational requirement, discrimination is prohibited on the grounds of age, sex, race, colour, religion, creed, national origin, citizenship, language, marital status, family status, pregnancy/childbirth, sexual orientation,

mental or physical handicap, political belief or any other prohibited grounds of discrimination.

Any violation of this policy may be submitted to the Ontario Human Right Commission.

Procedures:

- Decisions about employment will be made based on the essential skills, capabilities, knowledge and experience required in the job.
- Decisions about promotions will be based on performance in the current position, as well as the essential skills, capability, knowledge and experience required.

2.2 Code of Conduct

Carousel Players' education programs provide students with a safe and non-judgemental environment to expose students to learning opportunities that strengthen their sense of self. All students, guardians, educators, volunteers, and staff have the right to enjoy a safe environment in the camp community and a responsibility to treat others with respect and to be accountable for their actions.

The educators, staff, and director(s) of the education programs are responsible for providing a safe and productive learning environment for campers. They maintain order at camp and are expected to hold everyone to the highest standard of respectful and responsible behaviour. The Theatre will provide the Educator with an orientation on curriculum delivery and with all necessary materials to deliver the sessions. As role models, all educators uphold these high standards when they:

- Encourage positive interactions between students and foster a supportive learning environment by reinforcing positive behavior.
- Maintain consistent standards of behaviour for all participants.
- Create boundaries for students to ensure responsible and safe use of space, costumes, and equipment.
- Work with the education team to ensure the safety of all participants.
- Ensure that no alcoholic beverages are consumed on the program premises.
- Work cooperatively with the education team to ensure the highest standards of program delivery.
- Demonstrate respect for all members of the education community and its property.

In addition to teaching their designated class(es), the Artist Educator will be responsible for and agrees to:

- Participate in annual professional development training sessions.
- Deliver education program sessions at your designated facility within the Niagara Region.
- Obtain and submit a valid Police Records Check with a vulnerable sector screening (cost will be reimbursed by Carousel Players after submission of the receipt).
- Prepare a lesson plan for each of the sessions using the curriculum outline provided to you by Carousel Players.

- Provide useful evaluation feedback to the curriculum team to inform revisions of the program.
- Read and adhere to the Arts Education Code of Conduct and all policies in the education manual provided by Carousel Players.
- Arrange for their own transportation and associated costs.
- Submit invoices to the Theatre bi-weekly.

2.3 Artist Educator Job Description

Artist Educators are both artists and educators in the Niagara community with a background in dramatic arts and a passion for teaching. This is a part-time contract position (an average of 1.5 hours/week per class), the length of which is determined based on the program.

The Arts Educator will be responsible for:

- participating in educator training sessions as scheduled
- attending annual professional development workshops
- delivering all program sessions at the designated facility within the Niagara Region
- obtaining and submitting a valid Police Records Check with a vulnerable sector screening (cost will be reimbursed by Carousel Players after submission of the receipt)
- preparing a lesson plan for each of the sessions using the curriculum outline provided by Carousel Players
- providing useful evaluation feedback to the curriculum team to inform revisions of the program

The Theatre will provide the Educator with an orientation on curriculum delivery and with all necessary materials to deliver the sessions.

The sessions will take place in facilities in the Niagara Region, and the Educator is responsible for their own transportation and associated costs.

2.4 Hiring Process

POLICY: Hiring Process	
CATEGORY: Artist Educator Policies	NUMBER: 2.4
EFFECTIVE: May 2005	REVISED: September 2019

Policy:

The success of the Corporation in achieving its vision depends on having the right staff, properly motivated, applying their skills and talents to all assigned responsibilities outlined in job descriptions. The Corporation will follow consistent hiring guidelines in order to maximize the chances for success in fulfilling its mission by hiring the most qualified and competent applicants for all employment vacancies.

Procedures:

- To be eligible for employment with Carousel Players, applicants must:
 - meet the stated requirements for the position being sought;

- be willing to work in accordance with the Corporation's vision, philosophy, goals, objectives, policies and procedures; and
- be legally entitled to work in Canada.

Carousel Players is an equal opportunity employer and adheres to the Ontario Human Rights Code.

Carousel Players is committed to providing a recruitment, selection and hiring process that is fair and consistent. The process is designed to identify the needs of each vacant position and assist in locating the best qualified applicant for the position.

Throughout the recruitment, selection and hiring process, applications and applicants' information will remain confidential.

2.5 Vulnerable Sector Check

POLICY: Vulnerable Sector Check	
CATEGORY: Artist Educator Policies	NUMBER: 2.5
EFFECTIVE: November 2007	REVISED: September 2019

Policy:

Carousel Players provides programs to children and must take reasonable measures to protect them. Any employee or independent contractor hired by Carousel Players who will be working with children will be required to complete a vulnerable sector check. Screening helps our organization create a safe environment for children, their care-givers and stakeholders.

A vulnerable sector check is coordinated through regional Police Service offices. It consists of two searches: a Criminal Record Information Check and Vulnerable Sector check using the information database of the local police agency where the individual resides (their principal residence) and other databases. A certificate will be issued if there are no records found that relate to the individual.

As a condition of employment, all staff/educators contracted by Carousel Players to work with children must complete a vulnerable sector check and provide proof of a valid certificate by the first week of employment. Upon submission of the certificate and police check receipt, Carousel Players will reimburse the employee/educator for the vulnerable sector check.

Procedures:

1. All staff/educators who are contracted by Carousel Players to work with children must complete a vulnerable sector check and provide proof of a valid certificate to Carousel Players.
2. Carousel Players will keep a copy of the police check certificate on file.
3. The costs of securing a vulnerable sector check will be paid for by Carousel Players upon submission of valid certificate and receipt.
4. A vulnerable sector check certificate will be issued if there are no records found that relate to the individual.

5. If the vulnerable sector check produces a name and date of birth similar to the employee/educator, the individual may be required to provide a copy of his/her fingerprints to confirm their identity. This process may be required to obtain a certificate.
6. Should the police record or vulnerable sector check produce criminal record information, the supervisor will obtain the details from the local police agency and determine the relevance of the criminal record to the job duties required.

2.6 Employment Contract/Letter of Agreement

POLICY: Employment Contract/Letter of Agreement	
CATEGORY: Artist Educator Policies	NUMBER: 2.6
EFFECTIVE: September 2019	REVISED:

Policy:

All educators will sign an employment contract or letter of agreement outlining the conditions of employment.

Procedures:

- Once a verbal offer of employment has been made and verbal acceptance has been received, a written offer of employment is prepared which includes:
 - Position title
 - Job description
 - Fees
 - Starting date
 - Hours of work
 - Materials and supplies budget
 - Requirement for applicable Artist Educator to complete a Police Record check
 - Specific conditions which may apply
- Two copies of the offer of employment will be forwarded to the potential self-employed contractors. The potential Artist Educator shall be requested to sign and return one copy while retaining the other for personal files, as an indication of acceptance of the terms of employment.
- New educators will receive a copy of the Education Policy Manual and sign a form acknowledging they have read the document.

All educators will agree to Carousel Players' Education policies.

2.7 Professional Development

POLICY: Professional Development	
CATEGORY: Artist Educator Policies	NUMBER: 2.7
EFFECTIVE: May 2005	REVISED: September 2019

Policy:

The Corporation may provide financial assistance for educational programs and professional development to encourage employees/educators to become more effective in their jobs. Artist Educators are required to attend annual professional development workshops and may be compensated for their time. This assistance and compensation is at the discretion of the Artistic Director and General Manager.

2.8 Notice of Absence and/or Illness

POLICY: Notice of Absence and/or Illness	
CATEGORY: Artist Educator Policies	NUMBER: 2.8
EFFECTIVE: September 2019	REVISED:

Policy: The Artist Educator agrees to prepare for and attend all scheduled classes for which they are contracted. In the case of absence or illness, the educator will give an appropriate amount of notice.

Procedures:

1. If the educator has a pre-existing conflict, it will be discussed 3 or more weeks in advance of the absence in order for the Coordinator to arrange a substitute educator.
2. In the instance that the educator is unable to attend due to a conflict, they will give 24 hours notice or as much notice as possible in the case of illness.
3. In the case of absence, the educator will provide a lesson plan for the class at least 24 hours in advance to the Coordinator who will pass the plan on to the substitute educator.
4. Educators who are absent from a session will not be compensated, rather the substitute educator will receive compensation.

2.9 Class Cancellation Protocol

In the event of inclement weather causing transportation cancellations or school/facility closures, educators will be notified the day of the class by the Coordinator. Should schools/facilities remain open but student transportation be cancelled, the class may also be cancelled and both the educator(s) and facility will be notified by the Coordinator. If the educator does not feel safe travelling in inclement weather, they will notify the Coordinator the morning of the class in order for the Coordinator to make arrangements for a substitute educator or to notify the school/facility of the class' cancellation. The educator will not be compensated for a cancelled class, however they will be compensated for the make-up class that Coordinator will schedule.

Sessions may be cancelled in the event that registration numbers do not meet the minimum required to run the program. The Coordinator will inform the educator one week

in advance or with more notice if possible, and the Coordinator will arrange another education opportunity for the educator.

2.10 Voluntary Termination of Contract

POLICY: Voluntary Termination Of Contract	
CATEGORY: Artist Educator Policies	NUMBER: 2.10
EFFECTIVE: May 2005	REVISED: September 2019

Policy:

The Corporation has the expectation that Artist Educators resigning their teaching position with the Corporation shall do so in a manner that allows for the smooth operation of the services and supports of the Corporation.

Procedures:

1. An Artist Educator resigning from the Corporation contract position shall so advise the supervisor concerned in writing.
2. A reasonable period of 2 weeks notice shall be expected, taking into account the responsibility involved in the position.

3. Classroom Management Policies

3.1 Walking to the Park

POLICY: Walking to the Park	
CATEGORY: Classroom Management Policies	NUMBER: 3.1
EFFECTIVE: September 2019	REVISED: October 2019

Policy:

For full-day camps only the Coordinator, educator(s), and/or volunteers may take campers to the park during the hour-long lunch break - location and weather permitting.

Procedures:

- A minimum of two adults are required to go to the park, after which the camper to adult ratio should be one adult for every 10 children.
- If the sky is overcast or it is raining, the trip to the park will be cancelled.
- Campers and their parents will be informed in advance to ensure the campers wear and/or bring weather-appropriate clothing.

- If the camp takes place during the summer months, campers will be asked to bring their own sunscreen or will otherwise be provided sunscreen by Carousel Players to be administered by the Coordinator.

3.2 Disruptive Behaviour

POLICY: Disruptive Behaviour	
CATEGORY: Classroom Management Policies	NUMBER: 3.2
EFFECTIVE: September 2019	REVISED:

Policy:

It is important that all students have a safe, caring, accepting, inclusive, and fun educational environment in order to maximize their enjoyment of the program and ensure a safe and supporting class climate for all participants. We want to ensure that every student has the best time possible in our programs.

Procedure:

- If a student causes emotional harm to others, the Coordinator and/or educator will intervene to talk through the conflict with the student and try to ensure they re-enter the class and can participate in a way that is safe and healthy for all participants.
- If a student causes physical harm to themselves or others, they will be asked to leave the room accompanied by the Coordinator and/or an assistant.
- If the student continues to cause emotional or physical harm to themselves or others, their parent/guardian will be contacted and asked to take the student out of the class.
- Unless additional support can be found to ensure the student’s behaviour is safe for everyone, they will not be allowed to return to the program.

3.3 Medication Administration

POLICY: Medication Administration	
CATEGORY: Classroom Management Policies	NUMBER: 3.3
EFFECTIVE: September 2019	REVISED:

Policy:

The Artist Educator and/or Coordinator will administer medication to students provided the parent/guardian fills out a permission slip with details of dosage, and the educator/Coordinator are comfortable administering the medication.

Procedures:

A secure container with lock will be provided to the educator and the medication will be stored safely away. The parent/guardian will fill out the medication administration form which will list the following information:

- The reason for the medication.
- The name of the medication with the child’s name on the container.
- Written instructions of administration, including explicit permission to the educator and/or Coordinator to administer it.
- The parent/guardian’s contact number and emergency contact number.

3.4 Head Lice

POLICY: Head Lice	
CATEGORY: Classroom Management Policies	NUMBER: 3.4
EFFECTIVE: September 2019	REVISED:

Policy:

For the health and safety of all children in Carousel Players’ education programs and others attending the program, children and/or educators showing symptoms of head lice within 7 days of the start of a program will not be allowed to attend the program.

Procedures:

Any educators showing symptoms of head lice will notify the Coordinator as soon as possible. If they are scheduled to teach a class within 7 days of showing symptoms, the Coordinator will arrange for another educator to substitute to teach their class until they are lice-free.

In the case of a child showing symptoms of head lice, the parent/guardian of the child will be contacted and asked to remove the child from the program. The paid registration fee will be refunded with the exception of a \$25 administration fee.

4. Problem Resolution Policies

4.1 Conflict/Dispute Resolution

POLICY: Conflict/Dispute Resolution	
CATEGORY: Problem Resolution Policies	NUMBER: 4.1
EFFECTIVE: May 2005	REVISED: October 2019

Policy:

The Corporation is committed to sustaining a positive work environment in which employees/educators work constructively together. The problem resolution policy and

process has been established as a foundation for ensuring that the work environment remains positive while providing the opportunity to resolve a conflict or complaint quickly, fairly and without reprisal. It is understood that conflict resolution may lead to clarification and modification of organizational policies and procedures.

Procedures:

- It is understood that an employee/educator has no complaint until they have first discussed their complaint with a representative of the Company (e.g. Staff or Board Member) and allowed that person an opportunity to endeavor to settle the complaint. Any employee/educator who feels that the action taken by the representative is unsatisfactory may pursue the complaint.
- All requests for conflict resolution, complaints, and appeals shall be fully investigated and a reply will be given as quickly as possible.
- Penalty or retaliation against an employee/educator who initiates conflict resolution or makes a complaint, or participates in a problem resolution investigation will not be tolerated and will be subject to disciplinary action.

Informal Conflict Resolution and Complaint Process:

- Employees/educators who are experiencing a work related conflict or who have a complaint should first attempt to discuss the matter with their supervisor. In some situations this may be difficult or inappropriate. In these cases, the employee/educator may request a meeting one or more representatives of the Company (e.g. Staff or Board Members) to discuss the problem.
- The representatives will analyze the merits of the conflict resolution request or complaint, and within three (3) working days will meet with the employee/educator to inform the employee/educator of the proposed plan of action.
- Any employee/educator may request a designated Board member to attend their conflict resolution meeting. Each year the Board will designate a specific Board member, who sits on the Nominating/Human Resources Committee, to carry out the following functions: attend any staff performance review if requested, attend performance reviews of Artistic Director and General Manager and serve as the Board contact person for any Human Resources issues that might concern staff.

4.2 Disciplinary Procedures

POLICY: Disciplinary Procedures	
CATEGORY: Problem Resolution Policies	NUMBER: 4.2
EFFECTIVE: May 2005	REVISED: October 2019

Policy:

Discipline shall be respectful and equitable. Disciplinary measures shall be appropriate to the infraction. Examples of infractions include unsatisfactory work performance, misrepresentation, insubordination, policy contravention, and theft.

Ongoing and/or serious performance problems may be considered a discipline matter and are managed separately from the regular Performance Management system.

Procedures:

- The Corporation uses progressive discipline for all employees/educators whose performance requires improvement. The purpose of the process is to correct, not punish, those employees/educators who have not followed Company rules policies, and procedures. Consistent and fair procedures for progressive discipline give employees/educators ample opportunity to improve; focusing on performance rather than the person.
- Progressive Discipline steps:
 - Verbal warning (in presence of witness and with written documentation).
 - Written warning.
 - 2nd written warning.
 - Termination.

4.3 Harassment

POLICY: Harassment	
CATEGORY: Problem Resolution Policies	NUMBER: 4.3
EFFECTIVE: May 2005	REVISED: October 2019

Policy:

The Corporation recognizes their legal obligations to provide and foster a discrimination and harassment free workplace. Each individual has the right to be free from discrimination and harassment in the workplace. Each individual has an obligation to respect the rights and dignity of others and to speak out against any form of discrimination or harassment. Behaviour to the contrary is unacceptable. The policy relates to employee/educator dealings with all stakeholders of the Corporation.

Definitions:

Harassment means being subjected to any conduct or comment that is known or should be known to be unwelcome, that denies individual dignity and respect, and could cause emotional injury to the worker.

Sexual Harassment is defined as that behaviour that is coercive, forceful, threatening, or unwanted social interaction. This form of harassment can manifest itself in two ways: a sexual solicitation that involves a promise of reward if reciprocated or a threat of disadvantage if rebuffed, or where an employee is subjected to remarks or behaviour that creates a hostile or intimidating work environment.

Direct Discrimination is discrimination by a person acting on their own behalf. An example of this would be the refusal to hire an individual because of their race. Instruction to others to discriminate in this way is also considered direct discrimination.

Systemic Discrimination are those practices that are not openly discriminatory but are discriminatory in their effect. These practices, when equally applied adversely, impact a specific group protected under Human Rights Law.

Workplace is not solely the office or areas in which the business of the company is conducted. Any improper conduct occurring outside of the workplace but having repercussions in the work environment and adversely affecting employment relationships may also be defined as workplace harassment.

Procedures:

- Should an employee/educator believe that they are a victim of discrimination or harassment, a representative of the Company should be notified (e.g. Staff or Board Member).
- The employee/educator has a choice of either discussing the problem or submitting a formal or written concern. The employee/educator may also use a Workplace Incident Report.
- If the employee/educator wishes, the situation may be corrected in an informal manner. The person receiving the report and employee/educator may discuss the concern with everyone who is involved, develop an action plan and check with the employee/educator periodically to ensure the problem is being or has been resolved.
- In all other cases, the notification of a concern or complaint will trigger a formal investigation. Full investigation will be carried out, and every effort will be made to resolve the problem to the employee’s/educator’s satisfaction.
- No one shall suffer reprisals as a result of making a legitimate complaint under this policy or supplying information regarding a legitimate complaint. Only in circumstances where it is found that a person has deliberately made a false allegation or harassment or discrimination might action be taken against a complainant.
- The Theatre shall ensure that a copy of the Harassment Policy is posted and on the first day of work for each artist, educator, theatre worker, and staff member, they are made aware of this workplace policy and processes for response, in case of a violation of this policy.
- For all harassment complaints that are brought to the Theatre by an Equity member or at the specific request of a non-member, the Theatre shall, upon completion of the investigation, provide to Equity a summary report of the actions and findings. Equity shall treat any information in the report as confidential.

4.4 Workplace Violence Prevention

POLICY: Workplace Violence Prevention	
CATEGORY: Problem Resolution Policies	NUMBER: 4.4
EFFECTIVE: August 2010	REVISED: October 2019

Policy:

The Corporation recognizes their legal obligations to provide and foster a workplace free of violence and harassment. Everyone in the workplace must be dedicated to preventing workplace violence. Workers are required to report any incidents of workplace violence.

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.

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

The Corporation will

- Communicate Carousel's workplace violence prevention policies to stakeholders.
- Engage workers in assessments to measure the risks of potential workplace violence.
- Educate workers about the duties of employers and supervisors that apply to workplace violence.
- Develop measures and procedures to control violence in the workplace, and identify risks that could expose a worker to physical injury.
- Identify procedures for workers to report incidents of workplace violence to the employer.
- Determine how the employer will investigate and deal with incidents or complaints of workplace violence.
- Review the workplace violence prevention policy annually with employees and supervisors.
- Ensure that a copy of the Workplace Violence Prevention Policy is posted and on the first day of work for each artist, theatre worker, and staff member, they are made aware of this workplace policy and processes for response, in case of a violation of this policy.

The Corporation is also obliged to take reasonable precautions to protect workers against the risks associated with domestic violence issues. It is the obligation of employers and supervisors to provide information, including personal information, to a worker about a person with "a history of violent behaviour" if the worker could be expected to encounter that person in the course of his/her work and if there is a risk of workplace violence likely to expose the worker to physical injury.

Definitions:

Workplace Harassment is defined as being subjected to any conduct or comment that is known or should be known to be unwelcome that denies individual dignity and respect and could cause emotional injury to the work.

Workplace Violence is defined as:

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,
- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,
- the exercise of a statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a

workplace, that could cause physical injury or emotional distress to the worker.

Procedures:

- Should an employee/educator believe that they are a victim of workplace violence, it is recommended they call for immediate assistance when workplace violence occurs or is likely to occur, or when a threat of workplace violence is made. If that is not possible, they should report the incident after the fact, as soon as they feel safe doing so.
- The employee/educator will then notify a representative of the Company (e.g. Staff or Board Member) and complete a Workplace Incident Report with copies of the report promptly given to that representative.
- If the employee/educator wishes, the situation may be corrected in an informal manner. The person receiving the report and employee/educator may discuss the concern with everyone who is involved, develop an action plan and check with the employee/educator periodically to ensure the problem is being or has been resolved.
- In all other cases, the notification of a concern or complaint will trigger a formal investigation. Full investigation will be carried out, and every effort will be made to resolve the problem to the employee's/educator's satisfaction.
- A worker may refuse to work where they have reason to believe that they are in danger of being a victim of workplace violence.
- No one shall suffer reprisals as a result of making a legitimate complaint under this policy or supplying information regarding a legitimate complaint. Only in circumstances where it is found that a person has deliberately made a false allegation or harassment or discrimination might action be taken against a complainant.

Worker Training and Workplace Risk Assessment

Every staff member and theatre worker will receive an orientation from their direct supervisor covering the Company's Workplace Violence Prevention Policy.

Each year the Nominating/HR Committee will review and update the Company's Workplace Violence Prevention policy and address any new issues and action items identified by staff and theatre workers.

Each year all employees will meet together to complete a violence in the workplace assessment to review: perceived risks by staff, cash risks, health & safety risks, security risks, transportation risks and client safety risks that relate to the violence in the workplace. An action plan will be developed together with the employees to address any new risks identified at this joint staff meeting.

Within two weeks after the annual staff workplace risk assessment meeting, each employee will sign an Employee Acknowledgement Form confirming they have read and understand the current workplace violence prevention policy.

Carousel Players

... THEATRE YOU NEVER OUTGROW ...