

Carousel Players

... THEATRE YOU NEVER OUTGROW ...

Carousel Players - Company Rules & Policies

Company Vehicles

The Company is committed to safe, accident-free driving. Every theatre worker who drives a vehicle as part of their employment or contract is responsible for its safe operation and condition.

Only drivers who are authorized by Carousel Players may drive the Company Vehicle.

The Company will not be responsible for payment of fines for speeding or traffic violations or parking tickets for artists, employees, or designated drivers using company vehicles or using their personal vehicle on company business. Individuals will be responsible for prompt payment of these fines.

Consumption of alcohol in the Company Vehicle or within 4 hours before driving the Company Vehicle is prohibited.

It is everyone's responsibility to keep the Company Vehicle free of litter. Please refrain from putting your feet on the dashboard or on the backs of the seats. Smoking in the Company Vehicle is prohibited.

The Theatre does not allow company members to use their personal vehicles to travel to the performance venues. Only in exceptional circumstances will this policy be waived. Permission to use personal vehicles can only be given by the Production Manager.

Residence Outside of the Point of Origin

Requests to reside outside of the Niagara Region during the engagement period must be made to the General Manager and permission must be received before residence outside of the point of origin will be allowed.

Meals While Touring

The Company's Tour & Outreach Manager will provide suggestions for places to purchase and/or eat lunch on touring days. The tour Stage Manager will determine the most convenient and suitable location for lunch.

Complimentary Tickets

Each company member (actors, designers, directors) may request up to two tickets to one of the designated public performances of the Carousel Players production they are associated with. Contact schools@carouselplayers.com to reserve ticket(s).

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Health and Safety Awareness Training

The Artist agrees to complete mandatory occupational health & safety awareness training and provide Carousel Players with a copy of the training certificate. If the Artist has completed this online training course for another workplace, they may provide a photocopy or electronic format of the training certificate from that course.

The free online training course is available through the Ontario Ministry of Labour website at <http://www.labour.gov.on.ca/english/hs/training/index.php>

Social Media Policy

The Theatre recognizes that the use of Facebook, Instagram, Twitter, Snapchat, and other online sharing websites, here called "Social Media," is an essential part of promoting its shows and its artists. The Theatre also recognizes that the Artist may use Social Media to promote their work with the Theatre, and requires that the Artist abide by the following policies when using Social Media.

- The Artist shall tag Carousel Players (@carouselplayers) in any posts related to the Theatre.
- The Artist shall not use the Theatre's logo, graphics, or information without the Theatre's permission. However, the Artist may share any items from the Theatre's official social media channels which may contain such logos, graphics and information.
- Given that the Theatre creates works for young audiences, all posts referencing or related to the Theatre and its works shall exclude content and language inappropriate for children.
- The Artist shall not publish pictures of child or student audience members.
- The Artist shall not publish any confidential details of the Theatre's business.
- The Artist's social media posts relating to the Theatre shall remain professional in nature.
- In all posts related to the production, the Artist must name, in full, the production and the playwright using the information provided by the Theatre.
- When posting images or video of the rehearsal hall or performance space that show elements of the set, costumes, props, lighting, video, and/or sound design, the Artist shall credit all designers and the director using the information provided by the Theatre.
- The Artist shall not post images or videos of other artists or employees of the Theatre without prior permission.

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- The Artist shall not tag any other artists or employees of the Theatre without prior permission.
- If the Theatre determines that the Artist's post is inappropriate, the Theatre reserves the right to require that the Artist remove the inappropriate post from social media sites and any other websites.

Scent Awareness Policy

Some artists, theatre workers and staff members may have an allergy to perfume, colognes, and scented lotions (fragrances). Carousel Players asks everyone to use fragrances that are non-scented or in moderation in order to avoid anyone having a reaction.

Procedures

- 1) If an individual is concerned about scents or perfumes used by another individual in the workplace, they are encouraged to discuss their concerns with that individual in a sensitive and discreet manner.
- 2) If such a one-to-one discussion is not possible, the Artist should bring their concern to the stage manager, Artistic Director, or General Manager.
- 3) Once the matter is brought to the attention of management, the Artistic Director or General Manager shall be responsible for finding a resolution.

The Theatre shall ensure that a copy of the Scent Awareness Policy is posted and on the first day of work for each artist, theatre worker and staff member, they are made aware of this policy.

Health & Safety

Carousel Players is committed to ensuring and protecting the health and safety of its most valuable resource: its people. The Theatre will make every effort to provide its employees, contracted personnel, patrons, and volunteers with a safe and healthy work environment, while continuously striving to eliminate any identified hazard that might result in injury to people or damage to property.

Health & Safety is a shared commitment. It is everyone's responsibility to recognize hazards in the workplace, to protect their own safety while they are working, and to respect the Health & Safety Policies of the Theatre.

At Carousel Players, worker health and safety will take priority in all areas of the theatre, and there is no task so urgent that it cannot be completed safely.

The complete Carousel Players Health & Safety Policy is available on the rehearsal hall call board and the Health & Safety boards in all Carousel Players workspaces. Electronic copies are available on request.

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Harassment

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 and Artist 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 Artist 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 Artist 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 Artist has a choice of either discussing the problem or submitting a formal or written concern. The Artist may also use a Workplace Incident Report.
- If the Artist wishes, the situation may be corrected in an informal manner. The person receiving the report and the Artist may discuss the concern with everyone

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who is involved, develop an action plan and check with the Artist 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 Artist'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, 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 a CAEA member or at the specific request of a non-member, the Theatre shall, upon completion of the investigation, provide to CAEA a summary report of the actions and findings. CAEA shall treat any information in the report as confidential.

Workplace Violence Prevention

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.

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- 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 Artist 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.

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- The Artist 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 Artist wishes, the situation may be corrected in an informal manner. The person receiving the report and the Artist may discuss the concern with everyone who is involved, develop an action plan and check with the Artist 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 Artist's satisfaction.
- An Artist 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.