

Carmen Arts Group Code of Conduct

[last edited May 2024]

The Carmen Arts Group is dedicated to providing quality theatre experiences to performers, musicians, and audience members and aims to service BC's Pacific Northwest with high-quality arts education for all ages. To that end, members of the group have a duty to conduct themselves professionally and to treat members of the public, one another, and staff at venues and events with kindness and respect, creating an environment free of discrimination, all forms of harassment, bullying or violence. All members and volunteers are expected to know and follow this Code of Conduct during all Carmen Arts Group activities.

Policies

All members, volunteers, patrons, employees, and visitors must:

- Act with honesty, integrity and respect
- Respect the individual beliefs of others
- Respect the privacy and personal space of others
- Be fair, considerate and honest
- Exercise control, respect and professionalism in all activities while representing the group
- Show understanding and sensitivity when dealing with sensitive issues
- Adhere to all policies and procedures
- Be consistent with commitments
- Be respectful and clean in rehearsal and performance spaces

In addition, board members, directors, volunteers and leaders are expected to:

- Maintain good governance
- Be responsible to the Membership
- Be willing to collaborate
- Be transparent
- Take responsibility for oneself, one's actions and one's duties
- Be mindful of course language/subject matter and refrain from excessive use, especially in public spaces visible to audience members and minors

Zero-Tolerance

The Carmen Arts Group has zero tolerance for:

- Harassment, discrimination or substance abuse.
- Physical, verbal, or sexual violence, unnecessary force, and behaviour that is either prohibited or not authorized by law.
- Malicious gossip, rumour or innuendo creating a toxic environment.
- Intoxication of any kind while representing the theatre, including but not limited to rehearsals, productions, community events etc.
- Bullying or any other attitude or behavior that may be perceived as discriminatory, or that contradicts the Canadian Charter of Rights and Freedoms (Constitution Act, 1982) and the BC Human Rights Code (RSBC, 1996)

Definitions

Discrimination

Treating someone differently or unfairly, whether intentional or not, on a protected ground under the Code (as set out above). In other words, the fact that you didn't intend to treat someone differently is irrelevant under human rights law.

Harassment

Engaging in a course of vexatious (i.e. distressing, offensive) comments or conduct against a person that is known or ought reasonably to be known to be unwelcome. "Course of" implies repetition; however, a single egregious act can constitute harassment (for example, an assault).

Any conduct by an individual that is offensive to another person or persons and that the individual knew or ought reasonably to have known would cause offence or harm. It comprises any objectionable act, comment or display that demeans, belittles, or causes personal humiliation or embarrassment, and any act of intimidation or threat.

Sexual Harassment

Sexual harassment includes:

- Engaging in harassment against a person because of sex, sexual orientation, gender identity or gender expression.
- Making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit to or take advantage of another person and the offending person knows or ought reasonably to know that the solicitation or advance is unwelcome.
- Exposing material such as pornographic or sexually explicit images, posters, calendars or objects.
- Sexual activities, conduct, advances, comments, innuendos, humour, gestures, electronic communications or messages that are all unwelcome or ought reasonably to be known to be unwelcome.
- Sexual exploitation, exposure, leering, stalking, or invasion of sexual privacy;
- Direct or implied threats that submission to sexual advances will be a condition of involvement with the organization and/or a production.

Sexual Abuse or Misconduct

Sexual abuse or misconduct is non-consensual sexual activity, solicitation, involvement, contact or attempt of sexual contact or behaviour by one person towards another, and includes but is not limited to:

- towards or with a person who is a minor (under 18 years old); or
- towards or with another who is legally incapable or otherwise unable to give consent.

Substance Abuse

Substance abuse includes:

- Engaging in the intake of substances to the point that leads to impaired performance or inappropriate behavior, endangering the safety of others, or violating the law.
- Use of illegal drugs at rehearsals, performances or events.

Reporting

Members and volunteers are encouraged to report any incidents of harassment, discrimination or misconduct (including conduct of a third party) to any member of the board or through an intermediary (such as the stage manager, director, producer, or any other member of the Carmen Arts Group whom they feel comfortable speaking to) who shall bring the complaint forward directly to the board of directors.

In instances where it is safe to do so, people are encouraged to advise the perpetrator that the behavior is unwanted and offensive. However, it is not necessary that you directly confront the perpetrator before reporting the incident. It is recommended that complainants keep a record of incidents, including time, date and the nature of the behavior or activity and any witnesses, if any.

Investigation of Complaints

The board of directors will ensure an appropriate investigation of all complaints is conducted and that all complaints or incidents are addressed and completed in a fair, respectful and timely manner on a case by case basis. Information about a complaint or incident will not be disclosed except to the extent necessary to protect affected individuals, to investigate the complaint or incident, to take corrective action or as otherwise required by law.

During the course of any investigation, the board of directors may require the alleged perpetrator to suspend their involvement with the Carmen Arts Group pending the outcome of the investigation. The Carmen Arts Group will cooperate fully with any investigation conducted by law enforcement or other regulatory/protective services agencies.

Anti-retaliation and False Allegations

The Carmen Arts Group prohibits retaliation made against any member, volunteer, board member or other person who lodges a good faith complaint under this Code of Conduct or who participates in any related investigation.

Making knowingly false or malicious accusations of harassment, discrimination or misconduct can have serious consequences for those who are wrongly accused. Accordingly, The Carmen Arts Group also prohibits the making of false or malicious allegations, as well as deliberately providing false information during an investigation.

Criminal Record Checks

The Carmen Arts Group is dedicated to providing quality theatre experiences to performers, musicians, and audience members and aims to service BC's Pacific Northwest with high-quality arts education for all ages. To that end, members of the group will be working with minors and vulnerable adults. Under the Criminal Records Review Act (1996), all those working with minors and/or vulnerable adults must have a vulnerable sector check. All members and volunteers are expected to know and follow this Criminal Record Check Policy in order to become members and be active inside the Carmen Arts Group.

All participants over the age of 18 must complete a vulnerable sector check yearly. Criminal Record Checks are received and reviewed by a Sub-Committee of The Board of Directors, and all information is to be held in confidence by that Committee.

If a member does not complete a Criminal Record Check, their participation in the production may be revoked. If a Criminal Record Check shows that a participant has engaged in activity that is concerning to the safety and wellness of our cast and crew, they may be denied participation in current and future productions with Carmen Arts Group, at the discretion of the Committee.

Violations of Code of Conduct

Anyone who violates this Code of Conduct is subject to disciplinary action, up to, and including termination of membership and/or reporting to legal authorities, if applicable.

Complaints

Any complaints can be directed to The Board of Directors via email at generalcarmenarts@outlook.com