



## Code of Conduct

### Maple Ridge Pitt Meadows Arts Council and ACT Arts Centre

Approved and adopted by the Board of Directors on June 27, 2022

**PURPOSE:** The Code of Conduct outlines the Maple Ridge and Pitt Meadows Arts Council's (the "Arts Council") expectations to create and maintain a safe, inclusive, and respectful environment, where all persons can thrive and are free from all forms of harassment, including sexual harassment; discriminatory harassment; and personal harassment, bullying, and violence. The Code of Conduct also establishes standards of professional conduct. Harassment can take many forms including unwanted sexual attention, inappropriate jokes or texts, threats, and other unwelcome verbal, written, visual, or physical communication or conduct.

**SCOPE:** The Code of Conduct applies to all Board members, employees, contractors, volunteers, and participants in any environment where Arts Council or project work is conducted, including but not limited to: online, classes, workshops, meetings, job interviews, functions, fundraising events, off-site performances and events, and work-related conferences and training sessions.

#### DEFINITIONS

(a) prohibited sexual harassment, (b) discriminatory harassment, and (c) personal harassment, bullying and violence akin to how these terms are defined in the Arts Council's Respectful Workplace Policy:

##### a) Discriminatory Harassment

"Discriminatory Harassment" as defined in this Policy relates to an Employee's rights under the British Columbia Human Rights Code (the "Code" for the purpose of this Policy), and means conduct that involves a series of incidents or a single serious incident that:

1. is based on, or related to, a protected personal characteristic as defined by the Code, including race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, age, or criminality unrelated to the employment; and
2. results in an adverse or negative impact on the Employee's employment.

Examples of conduct that may constitute Discriminatory Harassment include:

- racial or ethnic slurs including racialized derogatory nicknames;
- unwelcome remarks, jokes, innuendos, or taunting about a person's body, age, marital status, gender, gender identity or expression, race, place of origin, religion, accent, disabilities, or any other matter connected to a person's protected personal characteristic;

## 2.

- patronizing or tokenizing behaviour, language, or terminology which reinforces stereotypes regarding a protected personal characteristic, and which undermines self-respect or adversely affects work performance or working conditions;
- misuse of authority towards a person which is based on the person's protected personal characteristic;
- displaying of materials which are sexually explicit or degrading; and
- physical assault (including sexual assault).

### (b) Sexual Harassment

“Sexual Harassment” as defined in this Policy relates to a denial of equality on the basis of sex and is a form of Discriminatory Harassment that satisfies all of the following elements:

1. conduct or contact of a sexual nature;
2. that is unwelcome, or is of such a nature that it would be reasonable to assume that it is unwelcome; and
3. that detrimentally affects the work environment or leads to adverse job-related consequences for the target or gives rise to a hostile or offensive work environment for any Employee.

Examples of conduct that may constitute Sexual Harassment include:

- sexist jokes causing embarrassment or offence, told or carried out after the joker has been advised that they are embarrassing or offensive, or that are by their nature clearly embarrassing or offensive;
- leering;
- the display of offensive material of a sexual nature;
- sexually degrading words used to describe a person;
- derogatory or degrading remarks regarding members of one sex, sexual orientation, gender identity, or in respect of gender expression;
- sexually suggestive or obscene comments or gestures;
- unwelcome sexual flirtations, advances, requests for sexual favours, or propositions;
- unwelcome inquiries or comments about a person's sex life;
- persistent unwanted contact or attention after the end of a consensual relationship;
- unwanted touching;
- verbal abuse or threats; and
- sexual assault.

### (c) Personal Harassment and Bullying

“Personal Harassment and Bullying” as defined in this Policy relates to rights and obligations under the Workers Compensation Act and the Occupational Health and Safety Regulations of British Columbia, and means conduct that:

1. includes any inappropriate conduct or comment by a person towards an Employee that the person knew or reasonably ought to have known would cause that Employee to be humiliated or intimidated, but
2. excludes any action taken by the Arts Council's management team relating to the management and direction of Employees or the Workplace that is not humiliating or intimidating.

### 3.

Examples of conduct that may constitute Personal Harassment and Bullying include:

- insulting or derogatory remarks, gestures, or actions;
- malicious rumours, gossip, negative innuendos, or practical jokes that cause awkwardness or embarrassment, endanger an Employee's safety, or negatively affect work performance;
- misuse of authority;
- verbal abuse such as shouting, yelling, or swearing at others;
- isolation and/or exclusion from work-related activities;
- name-calling;
- threats; and
- targeting an individual through persistent, unwarranted criticism or public ridicule.

**ANNUAL REVIEW:** The Code of Conduct is reviewed annually by the Governance Committee of the Arts Council's Board of Directors.

**EXPECTATIONS:** All Board members, employees, contractors, volunteers, and participants of the Arts Council are expected to comply with this Code of Conduct by:

- a) treating all persons with dignity, fairness and respect.
- b) not engaging in any form of harassment.
- c) working together with others in a spirit of openness, honesty, and transparency that encourages engagement, collaboration, and respectful communication;
- d) promoting the Arts Council and its programs, collaborators, and partners in a positive manner;
- e) complying with the current constitution and bylaws of the Arts Council and the current policies and procedures established from time to time by the management and board of directors;
- f) speaking or acting on behalf of the Arts Council only when authorized to do so by the executive director, the president of the Board of Directors, or the Board of Directors as a whole; and
- g) maintaining the confidentiality of any confidential information of the Arts Council.

**REPORTING PROCEDURE:** Board members, employees, contractors, volunteers, and participants are asked to promptly communicate alleged breaches of this Code of Conduct to the executive director. Items that require escalation or further review should be brought to the President of the Board of Directors. All reports will be treated as strictly confidential.

**RESPONSE:** Board members, employees, contractors, volunteers, and participants acknowledge that the Arts Council is empowered to take or delegate action in the event of a potential or actual violation of the Code of Conduct.

**CONFLICT:** In the event of a conflict between the Code of Conduct and the Terms and Benefits Handbook for Employees (the "Handbook") regarding the relationship between the Arts Council and employees, the Handbook will take precedence.