

## ELOPE SAFE ENVIRONMENT COMMITMENT

**ELOPE (Ensemble for Lyrical Operetta Productions Edmonton) is committed to providing a secure and comfortable environment, through relationships built on mutual respect, and to ensuring an environment for its members that is free from harassment and/or the fear of harassment. Every member has the right to expect to be in a physically safe environment, treated fairly and with respect always.**

### General Safety Rules

1. Safety is EVERYONE'S responsibility
2. If you are ever asked to perform any task which makes you feel unsafe, please stop and tell the Stage Manager immediately.
3. Report all injuries and illnesses to the Stage Manager immediately
4. Report all Unsafe Acts or Unsafe Conditions to the Stage Manager
5. Firearms, weapons, or explosives are not permitted under any circumstances
6. Use, possession, sale or being under the influence of illegal drugs, misuse of prescription drugs and/or alcohol is not permitted
7. Smoking is permitted only in the designated "Smoking Areas"
8. No Horseplay
9. Keep work areas clean and aisles clear. Do not block emergency equipment or exits.

### Freedom from Bullying/Harrassment Policy Purpose:

It is the intent of ELOPE to take every reasonable measure to ensure that no member is subject to unwelcome verbal or physical conduct, from whatever the source.

Harassment in any form violates fundamental rights and personal dignity and integrity.

### Definition:

Harassment is defined as any unwanted physical, sexual, or verbal or written conduct that offends or humiliates, or is intended to humiliate by its nature, whether on a one-time basis or in a continuous series of incidents. Harassment has the effect or is calculated to interfere with an individual's performance. It results in creating an intimidating, hostile or offensive environment, results in a change in some condition related to the members status within the Society, and results in a social or economic detriment to the person and to the Society. Harassment can consist of a single incident or several incidents that occur over a time. Individuals have a right to be treated with respect in the production space. The Society, in exercising its responsibility, will endeavour to always to provide a safe and healthy environment which is supportive of both productivity and the dignity of every person, including employees, volunteers and audience members.

## Procedures:

In the case where a member is harassed, the member is to contact the Producer/ Director/Stage Manager/ Board Delegate with whom they feel comfortable discussing with, through either a verbal and written statement.

Keep a record of the incident(s), including date, time of occurrence, location, what happened, witnesses, etc...

The statement will be reviewed by the Board Delegate (as so appointed by the Board) in consultation with the Producers and appropriate action will be taken if required. Response will be presented within 5 business days.

## Warning Policy

Unprofessional behaviour and negative work habits may result in a warning to you that such behaviour is unacceptable. At the discretion of Board, first offences will result in either a verbal or written warning, depending on the degree of the infraction. Warnings will be issued by the Board. Second warnings will be in writing and will require a meeting with the Board delegate. A third warning may result in termination/expulsion, to be determined on a case-by-case basis by the Board of Directors.

## Immediate Dismissal

Certain behaviour will not be tolerated. The Board reserves the right to immediately terminate/ expel any membership exhibiting the following:

- Harassing, disruptive or threatening behaviour.
- Physical violence towards another member or member of the public.
- Intoxication while at work.
- Illegal drug or alcohol abuse.
- Theft
- Disclosure of confidential information (verbal or written) and any other behaviour that is deemed an immediate threat to The Society, volunteers and/or the public.