



Health and Safety Policy

Azimuth Theatre is committed to maintaining and promoting healthy and safe creative spaces for our board of directors, staff, artists and independent contract workers, volunteers and the community we serve. Along with physical safety this also includes an environment free of discrimination, violence and harassment, where all individuals are treated with respect and dignity, can contribute fully and have equal opportunities. To be clear, Azimuth believes that **anti-discrimination, anti-violence and anti-harassment** is part of a healthy and safe working environment and as such we have included these policies as one. Azimuth's commitment applies to all persons whom we come in to contact with, are in relationship with, or are affected by our work.

Our **Health and Safety Policy** addresses collective community needs through the incorporation of diversity, inclusivity and accessibility. **Every person has the right to work in a respectful, clean and safe environment and to be free from danger, harassment, violence and discrimination.**

This policy applies to all current employees of Azimuth including full and part-time, casual, contract, permanent and temporary employees, and to all persons who attend Azimuth programs and performances, including without limitation, patrons, volunteers, artists and other third party participants, independent contractors, and members of the Board of Directors.

Definitions:

Neglect is:

- Not completing due diligence to ensure the physical or psychosocial safety of all members of a worksite or space of engagement
- Ignoring or undervaluing a hazard that has been identified
- Not addressing identified hazards in a timely or appropriate manner
- Not taking sufficient steps to repair harm that has occurred
- Knowingly repeating harmful practices and/or not consulting with members who may be affected by these practices.

Harassment is:

- offending or humiliating someone physically or verbally;
- speaking passive aggressively or displaying passive aggressive actions that interfere with another colleagues work or well-being.
- threatening or intimidating someone; or
- making unwelcome jokes or comments about someone's race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability or pardoned conviction.

Sexual harassment is:

- offensive or humiliating behaviour that is related to a person's sex;
- behaviour of a sexual nature that creates an intimidating, unwelcome, hostile or offensive work or social environment; or
- behaviour of a sexual nature that could reasonably be thought to put sexual conditions on a person's job or employment opportunities.

Discrimination is

- unfair or assumptive treatment, or devaluing the needs of a person because of who they are or because they possess certain characteristics including (but not limited to) religion, ethnicity, skin colour, gender, age, physical ability, neuronormative assumptions, family status and sexual orientation.

Violent behaviour may include:

- include hitting a worker,
- throwing objects at a worker,
- actions that interfere with another colleagues work or well-being,
- ignoring a workers concerns or needs
- sexual violence, or threats, whether conveyed verbally, in writing, or through behaviour.

Discriminatory behaviour may include:

- Acting on negative assumptions, or prejudgements of another worker, particularly those that result in the exclusion or isolation of that worker and/or cause harm to that workers well-being.
- Actions that put certain workers at a disadvantage due to specific characteristics they possess.
- Disregarding contributions or requests of another worker

A Living Document is:

- a **document** that is regularly edited and updated through a collaborative process of dialogue and consultation on best practices that centre on inclusivity, positive relationships, and harm reduction and prevention. It can adapt to meet the specific needs of a group or individual working with Azimuth Theatre, in advance or as new information arises.

Colleagues, Volunteers, and Patrons can expect:

- to be treated with respect in the workplace;
- that reported harassment will be dealt with in a timely, confidential and effective manner;
- to have their rights to a fair process and confidentiality respected during a harassment investigation; and
- to be protected against retaliation for reporting harassment or cooperating with a harassment investigation.

Azimuth theatre staff, artists and independent contract workers will follow health and safety best practices during rehearsal by:

- Review Azimuth theatre policies.
- Inform and explain worker rights and responsibilities.
- Discuss how to maintain and promote a healthy and safe workplace.
- Identify existing and potential hazards at the work site that could cause harm.
 - which includes biological, chemical, physical and psychosocial hazards
- Review emergency procedures (specific to venues and rehearsal spaces), and available pathways for registering complaints.

Negligence, harassment, violence and discrimination will not be tolerated, condoned or ignored at Azimuth Theatre. Our practices and processes aim towards Victim protection and support, as well as restorative justice frameworks. If an assertion of neglect, harassment, violence or discrimination is brought to our attention, a process of investigation will be employed. In the event that the claim is verified, (corrective measures will be applied, up to and including termination of employment or in the case of participant or patron, prohibiting participation in events presented by Azimuth Theatre. In all cases offenders will be invited to participate in harm reduction processes.

Health and safety is a collective responsibility. All parties play a role to ensure healthy, safe and creative workplaces.

Details for collective responsibility:

- Board of Directors
 - Oversees the creation of health and safety policies and procedures.
 - Appoints a health and safety representative to guide procedures.
 - Complies with Occupational Health and Safety (OHS) legislation and incorporates rules and best practices in Azimuth policies and procedures.
 - Protects the health and safety of themselves and others when partaking in Azimuth theatre activities.

the administration of this policy;
reviewing this policy annually, or as required; and
making necessary adjustments to ensure that this policy meets the needs of the organization and its commitment to the community.

Do not cause or participate in harassment or violence at any time.

Seeks to correct actions and repair relationships where harm has occurred.

Commits to ongoing education and incorporation of anti-racist and anti-oppression practices in all avenues of Board responsibilities and activities.

- Staff

Protects the health and safety of artists and independent contract workers, volunteers and patrons (audience and program participants) at the work site. ensuring that this policy is applied in a timely, consistent and confidential manner;

determining whether or not allegations of harassment are substantiated;
determining what corrective action is appropriate where a harassment complaint has been substantiated; and

seeking consultation where necessary.

Informs artists and independent contract workers of their rights and responsibilities.

Do not cause or participate in harassment or violence at any time.

Seeks to correct actions and repair relationships where harm has occurred.

Commits to ongoing education and incorporation of anti-racist and anti-oppression practices in all avenues of Azimuths work.

Aims to be an advocate and accomplice for best practices in harm reduction and prevention in the broader Theatre ecology.

Set and promote policies on anti-harassment, anti-violence and anti-discrimination, and are open to feedback and adaptations that provide for a healthier workplace.

Aims to protect artists and independent contract workers from harassment, violence, or discrimination while working for Azimuth. This includes actively responding to or confronting harassment, violence or discrimination at any Azimuth workplace, event or gathering, and rectifying any damages done.

Ensures artists and independent contract workers are provided with training (information and explanation) regarding a specific task, or subject matter, from reliable sources.

Responsible for identifying hazards at the work site and eliminating or controlling the hazards. Will respond accordingly when things are brought to staff's attention.

Provides multiple avenues and processes for complaints.

Documents the hazard assessment and control process.

Must involve workers in hazard assessment.

Holds health and safety meetings and encourages a culturally safe space where everyone can ask health and safety questions, voice concerns and participate in maintaining and promoting workplace health and safety.

Makes OHS legislation and information readily available.

Reports potentially serious and/or ongoing injuries to OHS.

Reviews and enhances Azimuth theatre policies, employing expertise and consultation where necessary.

Collaborate with co-workers to identify adaptations or new agreements specific to the needs of each project/activity, or to improve Azimuth's workers protections and supports.

- Artists and Independent Contract Workers
 - Follow health and safety rules that staff outline.
 - Collaborate with Azimuth staff and co-workers to identify adaptations or new agreements specific to the needs of each project/activity
 - Protect their own health and safety, and the health and safety of their coworkers and others at the work sites and spaces of engagement.
 - Do not cause or participate in harassment or violence, and collaborate with staff and affected persons to rectify any unintentional harms done.
 - Report health and safety concerns and dangerous conditions to Azimuth staff and relevant project co-workers where relevant.
 - Contribute to health and safety conversations.
 - Participate in hazard identification and assessments.
 - treating others with respect in the workplace;
 - reporting harassment to the Azimuth staff; and
 - cooperating with a harassment investigation and respecting the confidentiality related to the investigation process.

- Volunteers
 - o Follow health and safety rules that staff outline.
 - o Treat others with respect in the workplace
 - o Report health and safety concerns, including harassment, discrimination, and dangerous conditions to Azimuth staff and relevant project co-workers where appropriate.
 - o Do not cause or participate in harassment or violence, and collaborate with staff and affected persons to rectify any unintentional harms done. This includes, but is not limited to cooperating with a harassment investigation and respecting the confidentiality related to the investigation process.

Appendix B

Azimuth Theatre

Procedures for addressing a complaint

1. A person may file a harassment complaint by contacting Azimuth Staff or a board member or a trusted third party.
2. The complaint may be verbal or in writing.
3. If the complaint is made verbally, Azimuth Staff will record the details provided by the complainant, to be approved or confirmed by the victim.
4. The person should be prepared to provide details such as what happened; when it happened; where it happened; how often and who else was present (if applicable); any resulting in harm. Complaints should be made as soon as possible. Circumstances that prevent a person from filing a complaint in a timely manner including emotional safety or delayed discovery, will be respected and considered.
5. The Staff will inform the indicated person(s), either in writing or in person, that a complaint has been filed. The letter will also provide details of the assertions that have been made against them.
6. Every effort will be made to resolve complaints within 2 days.
7. If this is not possible, Azimuth staff will advise both parties of the reasons why. If either party to a complaint believes that the complaint is not being handled appropriately by this policy, they should contact Azimuth staff, Board of Directors or a trusted third party.