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Vancouver, BC
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Code of Conduct for VTDS Members and Parents

Always act with fairness, honesty, integrity, and openness; respect the opinions of others and treat each person with equality and dignity without regard to gender, race, creed, ancestry, place of origin, political beliefs, religion, marital status, disability, age or sexual orientation.

Confidentiality

Respect and maintain the confidentiality of information gained as a volunteer or member.

Studio Harassment Policy

Harassment

VTDS is committed to an environment in which members and parents are treated with respect and dignity, free of discrimination and harassment.

Any form of harassment based on race, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, or age will not be tolerated.

Sexual harassment is any conduct, comment, gesture or contact of a sexual nature that one would find to be unwanted or unwelcome by any individual, or that might, on reasonable grounds, be perceived by that individual as placing a condition of sexual nature on an employment or career development.

VTDS has a zero tolerance policy with respect to harassment. It may be grounds for dismissal from our programming

Bullying

Bullying is an offensive, cruel, intimidating, insulting or humiliating behaviour which includes physical violence or the threat of physical violence. It can be physical or verbal, direct or indirect such as gossip, lobbying other members, or parental interference regarding child's progress, placement, performances, that escalates to coercion, innuendos, or bullying tactics is not tolerated and can be grounds for withdrawal from any of VTDS programs.

Bullying is considered harassment in general, unless there is physical contact or a threat of violence, where it is considered violence. Bullying is ill treatment which is not addressed under human rights legislation or criminal codes.

Informal:

- Tell the person that you find the behavior uncomfortable and request it stop immediately.
- If the person does not stop or you are unable to speak to the person, you should follow the formal procedures below.

Formal:

- Bring the matter to the attention of the Artistic Director, VTDS.
- If the member is not comfortable doing so, the matter should be brought to the attention of the HR subcommittee (consisting of current board members).
- The person will have an opportunity to respond to the complaint.
- The complaint will be investigated based on discussions with all parties, all in confidence.
- If the complaint is judged to be true, corrective or disciplinary action will be taken and a record of the investigation will be maintained.
- If the complaint is not substantiated, no further action will be taken but a record of the investigation will be maintained.
- The complainant will be advised of the conclusion in writing.

If a complaint is substantiated, possible courses of action by the Hastings Sunrise Community Policing Centre may be:

- A request for a formal apology.
- Written warnings placed in the personnel file.
- Suspension or termination from HSCPC.

Confidentiality will be maintained throughout any formal or informal investigation. Disclosure of information will only be made if required to investigate the complaint and as required by law.

Adherence to Code of Conduct

All *members and parents* must adhere to the Code of Conduct. They will certify this by signing a declaration that they have read, understand, and will abide by this code.