



EXPERIENCE
MUSICAL
THEATRE!

Saskatoon Summer Players

CODE OF CONDUCT

GOV – 0002 – 20150228

DATE	DESCRIPTION
February 28, 2015	Initial Draft
February 28, 2015	Board Approved
April 3, 2018	Revised Version Approved

Purpose:

Saskatoon Summer Players Inc. (“SSP”) is committed to ensuring the integrity and highest ethical standards in respect of our members, performers, employees, volunteers and service providers directly contracted by SSP (individually a “Participant”, or collectively, “Participants”). Underlying this commitment is the need for SSP to ensure that all persons contributing to the success of SSP act with dignity, honesty, integrity and with respect towards others.

This Code of Conduct is designed to clarify the expectations of SSP as to how Participants will conduct themselves when involved in the activities of SSP. The purpose of this Code of Conduct is to foster a safe, enjoyable and equitable environment for all those involved with SSP.

How Does the Code of Conduct Apply?

Every Participant of SSP is expected to perform his/her role in accordance with this Code of Conduct.

SSP will provide Participants with a copy of this Code of Conduct and brief volunteers, when advisable.

This Code of Conduct may be amended from time to time, when considered necessary or desirable by the Board of Directors for SSP. Updated copies of the Code of Conduct will be posted on the SSP website. Participants will be expected to abide by the Code of Conduct, as amended.

This Code of Conduct is not designed to be exhaustive, but Participants in SSP activities will be expected to uphold both the letter and spirit of the Code of Conduct.

Inquiries respecting this Code of Conduct should be directed to the General Manager or the Board President.

Incorporation of Other Standards:

SSP requires that all Participants comply with all laws, regulations and policies governing or related to SSP activities and the Participant’s duties.

SSP requires that all Participants who may be working directly and in a relationship of authority or trust with children will have obtained a Criminal Records Check and a Vulnerable Sector Check and have submitted the results to the General Manager. The General Manager shall determine whether and which types of record checks are necessary for the Participant's involvement with SSP. These types of record checks must be obtained from the relevant police service where the Participant lives. The Participant is responsible for the costs associated with these record checks, but it should be noted, that most police services will waive or reduce the associated costs if it is for the purposes of a non-profit organization. SSP is happy to provide any necessary confirmations for this purpose. In the event the results of the Participant's record checks are unsatisfactory (as determined by SSP in its sole discretion) or in the event that the Participant fails to obtain and provide the required record checks to the General Manager, the Participant's involvement with SSP may be terminated.

In addition to complying with the above, Participants are expected to observe the following general principles:

- (i) treat everyone with dignity and courtesy;
- (ii) be fair, considerate and honest in all dealings with others;
- (iii) refrain from any behaviour which may bring SSP into disrepute;
- (iv) observe proper meeting conduct and protocols;
- (v) be courteous, respectful and professional in dealings with other people involved with SSP;
- (vi) refrain from any verbal abuse of others; and
- (vii) not behave in any manner, or engage in any activity, while conducting his or her SSP activities or duties which is likely to impair positive public perception of SSP and its members.

Discrimination, Sexual Harassment and Bullying:

Participants are expected to respect the rights, dignity and worth of others regardless of their religion, creed, marital status, family status, sex, sexual orientation, gender, age, colour, ancestry, nationality, place of origin, race or perceived race, receipt of public assistance or disability (each a "**Prohibited Ground**").

SSP will not tolerate discrimination. No Participant shall, during his or her participation in SSP activities or conduct of SSP duties, discriminate against any other person on the basis of a Prohibited Ground. This prohibition does not, however, apply to any discrimination, limitation, specification or preference that is bona fide and reasonable when considering its nature and context, including without limitation, any discrimination, limitation, specification or preference related to:

- (i) a position of employment based on sex, disability or age, where sex, ability or age is a reasonable and bona fide occupational qualification and requirement for the position of employment;
- (ii) a casting decision, where the Prohibited Ground is a bona fide and reasonable qualification and requirement for such casting decision;
- (iii) barring any person because of the sex of that person from any accommodation, service or facility upon the ground of public decency; or
- (iv) rules and regulations designed to accommodate and provide specific and appropriate care for child performers.

SSP will not tolerate sexual harassment. Sexual harassment is defined as any unwanted, unwelcome or uninvited sexual advances, requests for sexual favours or other verbal and physical conduct of a sexual nature, when:

- (i) such conduct might reasonably be expected to cause offence or humiliation to another person or group of persons;
- (ii) the submission to such conduct is made implicitly or explicitly a condition of work;
- (iii) submission to such conduct is accompanied by a reward, or the express implied promise of a reward for compliance;
- (iv) rejection of such conduct is accompanied by a reprisal, or an express implied threat of reprisal, for refusal to comply; or
- (v) such conduct has the effect of interfering with a person's work or performance by creating a hostile or offensive environment.

SSP will not tolerate bullying. Bullying is behaviour that intimidates, offends, degrades, insults or humiliates another person. Bullying can be physical, verbal or psychological.

If anyone feels they have been discriminated against, harassed or bullied in any way they should immediately contact the General Manager or the Board President for immediate and confidential assistance.

Health and Safety:

Participants are asked to take responsibility for their own health and safety, and ensuring that their actions do not risk the health and safety of others. All Participants are required to take reasonable care at all times by following all lawful instructions from those in authority in their efforts towards providing a healthy and safe environment.

All hazards, accidents or injuries must be first reported to the SSP representative in charge of the activity. Incident report forms are required to be completed and forwarded to the General Manager.

Alcohol and Drug Consumption:

Alcohol and illegal or prohibited drugs are not to be consumed by Participants while performing duties with/for SSP or while representing SSP in a public setting.

Alcohol and legal drugs may be consumed by Participants of majority age at SSP social events to the extent it is in compliance with applicable law, does not affect the comfort, safety or performance of any other Participant and does not harm the reputation of SSP. Minors are not permitted to consume alcohol or use legal/illegal drugs at SSP activities or while performing duties with/for SSP.

In the context of this provision, Participants exhibiting signs of being intoxicated or under the influence of alcohol or an illegal or prohibited drug will be removed from the SSP activity.

Grievances:

If anyone has a grievance or feels that this Code of Conduct has not been complied with, he or she is encouraged to raise this issue with the General Manager or the Board President for immediate and confidential assistance, subject to any obligations under law that such persons may have to disclose information to a third party. SSP is committed to uphold both the letter and spirit of this Code of Conduct and to resolve a grievance fairly, professionally and in an expeditious manner.

Breaches of the Code of Conduct:

Upon becoming aware of an alleged breach of the Code of Conduct by a Participant, the General Manager or Board President shall conduct all necessary investigations to gather information relating to the breach, which may include interviewing the Participant against which allegations have been made. Upon completing the investigation, the General Manager or the Board President shall draft a report outlining the information gathered during the investigation and render a decision as to outcome. The General Manager and/or the Board President shall have the authority to delegate the investigation or outcome decision to the Board of Directors. Outcomes of a breach of the Code of Conduct will be proportionate to the severity of the breach, and frequency of breach, and may include, among others, the following:

1. Verbal reprimand;
2. Formal written reprimand;
3. An order of remedial action;
4. Suspension from SSP activities;
5. Termination from SSP activities;
6. Revocation of Membership in SSP;
7. Termination of contract;
8. Termination of employment or volunteer status.

I, _____, have read and understood this Code of Conduct and agree to abide by its terms.

Signature

Print name

Date

If the Participant is under 18 years of age, this policy must also be signed by his/her parent or legal guardian.

Signature

Print name

Date