



the disability collective

The Disability Collective

thedisabilitycollective.com

team@thedisabilitycollective.com

Safe Spaces & Anti-Harassment Policy

The Disability Collective is committed to making our spaces vibrant, diverse, inclusive, welcoming, and safe. We're dedicated to creating spaces where community thrives. Authentic safer spaces require commitment, accountability, and support from everyone in our community. We want to encourage inclusion, reduce opportunities for harm, and support victims, survivors, and allies who choose to report an incident. The Disability Collective is committed to providing an environment free of discrimination, violence, and harassment, where all individuals are treated with respect and dignity, can contribute fully and have equal opportunities.

Anti-Harassment

Harassment, violence, and discrimination will not be tolerated, condoned, or ignored by The Disability Collective at any of our events or on any of our online platforms, including social media. If a claim of harassment, violence, or discrimination is proven, disciplinary measures will be applied, up to and including termination of employment. In the case a patron is found to have harassed, violated, or discriminated against any employee of The Disability Collective, volunteer, or fellow patron, this patron may be banned from events presented by The Disability Collective.

This policy applies to all current employees of The Disability Collective, including: full and part-time, casual, contract, permanent, and temporary employees, and patrons, volunteers, artists, and other third-party participants, independent contractors, and members of the Board of Directors.

Harassment may include:

- Offending or humiliating someone physically or verbally
- Threatening or intimidating someone
- 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 may include:

- 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
- Behaviour of a sexual nature that could reasonably be thought to put sexual conditions on a person's job or employment opportunities

Violent behaviour may include:

- Hitting a worker
- Throwing objects at a worker
- Sexual violence
- Threats, whether conveyed verbally, in writing, or through behaviour

The Disability Collective is responsible for:

- Providing all employees, artists, and volunteers with a harassment-free workplace
- The administration of this policy
- Reviewing this policy annually, or as required
- Making necessary adjustments to ensure that this policy meets the needs of the organization
- 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
- When applicable, hiring a third-party mediator to review allegations of harassment

Employees and Volunteers are responsible for:

- Treating others with respect in the workplace
- Reporting harassment to a Director at The Disability Collective
- Cooperating with a harassment investigation and respecting the confidentiality related to the investigation process

Employees, Volunteers, Artists, 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 to confidentiality respected during a harassment investigation
- To be protected against retaliation for reporting harassment or cooperating with a harassment investigation

Report an Incident

If you witness or experience harassment, violence, or discrimination, please tell us. We will listen, and we will support you. Please submit a report at the link below. Reports may be made anonymously.

Ways to notify The Disability Collective of an incident and to file a report:

Reporting a disclosure or a complaint

Disclosure is sharing information about an incident. The informant may wish to make us aware of an incident without wanting any disciplinary action to be taken. This can be indicated on our online submission form linked below. If public safety is a concern, we may initiate an investigation and will work closely with the person who reported the information, following their wishes as closely as we reasonably can.

Reporting includes providing a statement of allegations to The Disability Collective about an incident. In this instance we will follow procedures to ensure that action is taken.

We recognize the difference between a person disclosing information and a person filing a complaint and respect the right for individuals to make their own decision regarding how they choose to report an incident. Please note that anonymous disclosures may limit our ability to conduct a thorough investigation.

Online Submission

Any person may file a report by completing our online submission form located at thedisabilitycollective.com/safespaces. The form outlines who will receive and read the submission, as well as options for submitting anonymously. Additionally, the person can choose whether they are disclosing information or filing a formal complaint. If you file a disclosure but wish to escalate the report to a complaint after the fact, you may do so by emailing team@thedisabilitycollective.com, or filling out the form again.

Personal Statement

Any person may make a personal statement to The Disability Collective staff, in person or by email. The staff will walk the person through any steps required to submit a personal statement, such as whether they wish to remain anonymous, and whether they are choosing to disclose information or file a formal complaint.

Email

Any person may submit an email to The Disability Collective by emailing team@thedisabilitycollective.com.

Processing a disclosure or complaint

Thank you for helping us maintain safer spaces by submitting a report. We are grateful for your willingness to come forward. All reports are received by the The Disability Collective team, which includes:

Emily Maxwell, Artistic Director (emily@thedisabilitycollective.com)

Nathan Sartore, Managing Director (nathan@thedisabilitycollective.com)

Ali Hand, Director of Accessibility & Consultation (ali@thedisabilitycollective.com)

These staff members are committed to inclusivity and offering support, but they are not professional counselors, social service responders, or mental health providers. We commit to connecting you to professional resources should you want or need them. If you need professional help or support, please access the community crisis resources listed at thedisabilitycollective.com/safespaces.

At times and when necessary, with consent of the claimant, reports made to The Disability Collective may expand to include members of the Board of Directors, professional service representatives such as crisis counsellors, or other relevant community connections that might soundly, conscientiously, and kindly direct the response process from a place of care and concern.

All efforts will be made to review any report within 48 hours of filing. You may also directly email any one of these individuals to submit a report.

Those persons providing their contact information or filing a formal complaint will receive follow up. Personal statements will be attended by a minimum of two Disability Collective team members for reasons of safety and transparency.

Complaints or disclosures will be taken seriously and investigated to the extent that is reasonably practicable, using the following guidelines. The Disability Collective will:

- Assume belief in people who have experienced or disclosed harassment, violence, or discrimination
- Provide support and resources to persons who have experienced or been affected by the incident
- To the best of our ability, ensure the safety and privacy of those affected by the incident
- Respect and follow the reasonable wishes of the person affected by the incident, assuming no others are in immediate danger
- When necessary, create a plan for investigation and/or adjudication in collaboration with The Disability Collective leadership, the person disclosing, and with respect for people who have been affected

- When necessary, impose interim measures
- Always strive to find a resolution that includes the needs of the people who have been affected. The Disability Collective may consult their Board of Directors, representatives from community partners, and professional experts (such as doctors, psychologists, and lawyers), and/or in some cases, and only if absolutely necessary and/or requested by the person affected by the incident, emergency services. In these instances, we will strive to maintain confidentiality and anonymity as we are able

Substantiated Reports

Substantiated reports are defined as being reasonably authenticated by The Disability Collective.

If a report is substantiated, appropriate disciplinary action will be taken, as decided by The Disability Collective. This may include, but is not limited to, formal reprimand, suspension, demotion, dismissal, removal and/or banning from events, activities, employment, or property. Substantiated reports may or may not include engaging local authorities and/or legal action.

Additionally, The Disability Collective may offer steps towards accountability to people who have experienced or disclosed harassment, violence, or discrimination.

Both parties to the incident will be advised, in writing, of the decision.

If either party to an incident believes that the report is not being handled in accordance with this policy, they may contact the The Disability Collective's Board of Directors at board@thedisabilitycollective.com, the Artistic Director, the Managing Director, or the Director of Accessibility & Consultation. Persons may also file a discrimination complaint with the Canadian Human Rights Commission and/or the Ontario Human Rights Commission.

Resolutions

Interim measures may be imposed on a person alleged to have committed an infraction. The purpose of this is to ensure personal safety, discourage or prevent further infractions, protect confidentiality, and to preserve our ability to conduct a thorough investigation. Interim measures must be appropriate and proportionate to the seriousness of the alleged conduct, and as minimally restrictive as possible to achieve their purpose. This may include, but is not limited to, removal from events, activities, or the premises for a period of time.

Informal resolutions may also be sought as a course of action. An informal resolution allows the participants a greater measure of control in the process and in the outcomes by having all parties:

- Agree to a resolution
- Document the resolution in writing
- Sign the resolution, demonstrating their ownership for the self-enforced agreement

Lastly, a formal resolution may be engaged. This may be sought at any time, including if an informal resolution fails.

Privacy & Confidentiality

All parties to a harassment complaint are expected to respect the privacy and confidentiality of all other parties involved and to limit the discussion of a harassment complaint to those that need to know.

Everyone is expected to uphold this policy and to work together to prevent workplace violence.

The Disability Collective and all individuals involved in the harassment complaint process will comply with all requirements to protect personal information.

The Disability Collective will review this policy and procedures on an annual basis, or as required, and will make necessary adjustments to ensure that it meets the needs of all employees.