



UNITED PLAYERS OF VANCOUVER

Respectful Workplace Policy

The United Players of Vancouver Theatre Company (hereafter as “United Players”, or “we”) is committed to delivering a safe, healthy, inclusive, and respectful environment. We aim for environments where all interactions with people are free of discrimination, violence, harassment or any other form of disrespect.

Part I: Policy, objectives and definitions

Part II: Complaint and Resolution process

PART I: POLICY, OBJECTIVES & DEFINITIONS

A. Policy Objectives

The objective of this policy is to ensure that:

1. All members and partners (whether part of performance, technical or service support to productions or to operations), and visitors and audiences are aware of how United Players intends to maintain a respectful environment, and
2. All parties are aware of the mechanism for dealing with action in contravention to the policy, the planned action to resolve the complaint or issue, and the limitation of the policy.
3. The principle that impact of action outweighs intent shall be upheld.

B. Board of Directors’ (“Board”) Commitment

United Players (U.P.) commits to:

1. Ensuring that the policy is inclusive of all interactions between people who are in some way delivering or viewing a performance or service connected with U.P.
2. Ensuring that the policy is applied equally to all those people, and abiding by the policy to ensure a fair, transparent, respectful, and timely process for all involved.
3. Communicating the policy, along with clear mechanisms for complaint, investigation, reporting and resolution to those people. (See “Application”)
4. Ensuring that all production company individuals have signed a confirmation of having read, understood, and be willing to abide by and help to enforce the policy and its attendant guidelines, while associated with U.P.
5. Keep a log of all incidents, complaints, investigations, reports, and resolutions.
6. Reviewing this policy annually and when needed to ensure it is relevant and effective.

7. Accountability of the Board and its President to ensuring that the policy is executed effectively.

C. Application

The application of this policy and its defence of the right to freedom from discrimination, violence, and harassment extends to:

1. The Board and all members of U.P. (including but not limited to: volunteers, advisors etc.)
2. All employees/staff - including full-time, part-time, temporary, probationary, casual and contract staff,
3. All productions and their companies (including but not limited to all actors, technical and directing staff, advisors, students, interns, apprentices etc.),
4. All visiting artists, staff and contractors,
5. All visitors and patrons,
6. Any physical or virtual site or online meetings or presence, in support of (including for planning, rehearsal, or performance) a U.P. production.

Contractors who are members of Canadian Actors Equity Association (CAEA) have the obligations and privileges, including the investigative procedures, afforded under this policy and/or the Not In Our Space joint policy of CAEA and Professional Association of Canadian Theatres (PACT).

This policy and related procedures are not meant to stop free speech, hinder artistic freedoms in programming or programme-related activities, or to interfere with conventional interactions.

D. Prohibitions

United Players has zero tolerance for conduct that could constitute harassment (including bullying, violence, discrimination etc.) This policy prohibits the following (with definitions):

HARASSMENT:

means comments or actions that are known, or ought reasonably to be known, to be unwelcome. It can involve words or actions that are known or should be known to be: offensive, embarrassing, humiliating, demeaning, intimidating, or unwelcome. Harassment definition is not limited to the grounds of discrimination found in the BC Human Rights Code. Harassment under those grounds should be considered discrimination (see "Discrimination").

Examples of harassment include but are not limited to:

- Epithets, remarks, jokes or innuendos related to a person's race, gender identity, gender expression, sex, disability, sexual orientation, religion, age, or any other ground (including beliefs),
- Posting or circulating offensive pictures, graffiti or materials, whether in print form or via e-mail or other electronic means,
- Singling out a person for humiliating or demeaning "teasing" or jokes (especially if because they are a member of a Code-protected group),
- Comments ridiculing a person because of characteristics that are related to a ground of discrimination. For example, this could include comments about a person's dress, speech or other practices that may be related to their sex, race, gender identity or belief.

If a person does not explicitly object to harassing behaviour, or appears to be going along with it, this does not mean that the behaviour is acceptable. The behaviour could still be considered harassment under the Code as the person may feel intimidated to respond immediately or directly.

It is the responsibility of bystanders/observers to report behaviour that they feel may be in contravention of the respectful workplace policy. If the harassment extends and continues after a complaint has been made, directly or indirectly on behalf of a person, then the policy views those actions as bullying. Harassment may exist even if the impact was not intended.

SEXUAL AND GENDER-BASED HARASSMENT:

Sexual harassment is a form of harassment that includes but is not limited to:

- Gender-related comments about a person's physical characteristics or mannerisms,
- Paternalism based on gender which a person feels undermines his or her self respect or position of responsibility,
- Unwelcome physical contact,
- Suggestive or offensive remarks or innuendoes about members of a specific gender,
- Propositions of physical intimacy,
- Gender-related verbal abuse, threats or taunting,
- Leering or inappropriate staring,
- Bragging about sexual prowess or questions or discussions about sexual activities,
- Offensive jokes or comments of a sexual nature about an employee or client,
- Rough and vulgar humour or language related to gender,
- Display of sexually offensive pictures, graffiti or other materials including through electronic means,
- Demands for dates or sexual favours.

DISCRIMINATION:

Discrimination means unequal or biased treatment (may include imposition of extra burden or denying benefits) that causes harm to a person or a group of persons.

The BC Human Rights Code prohibits discrimination in employment on the basis of:

- Age,
- Ancestry,
- Colour,
- Place of Origin,
- Race,
- Criminal Conviction,
- Family Status,
- Marital Status,
- Mental Disability,
- Physical Disability,
- Political Belief,
- Religion,
- Sex,
- Sexual Orientation,
- Gender Identity,
- Gender Expression.

Additionally, grounds may include: citizenship, association or relationship or perception with a person identified by the grounds mentioned.

It may be intentional or unintentional. It may involve direct actions that are discriminatory on their face, or it may involve rules, practices or procedures that appear neutral, but disadvantage certain groups of people. Discrimination may take obvious forms, or it may happen in very subtle ways. Discrimination may exist even if the impact was not intended.

VIOLENCE:

This includes any intimidating action that may violate a person's sense of safety, including the threat of physical violence through action or attitude, and any behaviour involving physical force intended to hurt, damage or kill something or someone or the threat or fear of that threat whether real or imagined. This policy views coercion as a form of violence.

Workplace violence does not include accidental situations as part of a planned performance, even if a worker is hurt as a result, or, staged fights or violent acts which are an element of a stage performance or their related rehearsals or warm-ups.

RETALIATION:

The BC Human Rights Code protects from retaliation for being involved in a complaint. It protects people because they:

- Made a complaint, or might make a complaint (either directly or indirectly),
- Are named in a complaint or might be named in a complaint,
- Give evidence or help in some other way in a complaint or might do so.

E. Additional definitions

ANONYMITY:

Confidentiality does not mean anonymity. It may be possible, in some circumstances, to maintain the anonymity of a party to a complaint. However, a fundamental principle of fairness in

complaint proceedings is that the respondent must be able to knowledgeably address the details of a complaint, and that will likely involve informing them of the identity of the complainant. United Players and its appointed Recipients (of a complaint) and investigator(s) will work with the Complainant and Respondent to ensure mechanisms and strategies to address and respond to concerns and fears of reprisal as per provisions under "Retaliation" above.

CONFIDENTIALITY:

All actions taken under this policy are to be considered confidential in nature. A complainant, a respondent, or witnesses will each be afforded privacy and confidentiality outside of the investigator/s inasmuch as it is reasonable and possible. As part of the complaints procedure, United Players will put in place parameters in order to ensure, whenever possible, confidentiality and privacy of information.

The name of the complainant, circumstances of the complaint, investigation reports, witness statements, and other documents or information produced in accordance with this policy will be kept strictly confidential by U.P., except when disclosure is necessary as part of the investigation or if otherwise required by this policy (e.g. when the investigation report is submitted to the Board), or if the information is necessary to handle the complaint, conduct the investigation, or impose disciplinary or administrative measures.

Therefore, information may be shared, notably:

- When it might be of a criminal nature;
- When U.P. deems it necessary to protect others against harassment or acts of violence;
- When fairness and the right to natural justice must be ensured as part of the procedures within this policy;
- As provided under applicable laws regarding occupational health and safety and/or child protection;
- When required by law or court order; and
- For the protection of United Players' interests.

All involved parties in a complaint must respect the confidentiality of information of other parties involved, must refrain from discussing the complaint except with those that need to be informed, and must act with professionalism and discretion during the complaint procedure.

COMMUNITY:

United Players' community is comprised of employees (full time, part time and seasonal), the Board, contractors, volunteers, our patrons and other members of the public. (see "Application").

Complainant – see "Parties to the process" below.

CONFLICT OF INTEREST:

Selection of investigator – where possible, the Board will appoint at least one investigator for each complainant or incident. The person selected should not be a friend, relative or well-known associate that might reasonably cause a secondary complaint of a conflict of interest. To this end, the complainant and respondent must both agree on the selection of investigator(s) prior to any facts be provided or investigation begun.

INCIDENT:

The what, where, whom and how of alleged harassment.

INVESTIGATION:

A workplace investigation is a fact-finding process to determine whether certain types of workplace events have occurred. In most cases, the investigation is triggered by an internal complaint. In some provinces/territories, an organization has a duty to investigate whether or not there has been a formal complaint made, or if the complainant has said they do not want any action taken.

INTERSECTIONALITY:

The overlap of various social identities such as, race, gender, sexuality, and class, which contributes to the specific type of systemic oppression and discrimination experienced by an individual or group of individuals.

PARTIES TO THE PROCESS

- a. **Complainant** – Anyone with direct-knowledge acting on behalf of a victim, or believes they themselves are a victim; who has been subject to: bullying, harassment, violence, or discrimination under the terms or spirit of this policy. The Complainant may or may not be the victim.
- b. **Recipient** – any person/s receiving a complaint or information regarding a person, words, or any images that pertain to contravention of this policy – who must then discharge their responsibilities as described in this policy.
- c. **Respondent** – the person who is identified, if possible, as the source of the actions, words, or images giving rise to the complaint.

POISONED ENVIRONMENT:

A poisoned environment is created by comments or conduct (including comments or conduct that are condoned or allowed to continue when brought to the attention of management) that create a discriminatory work environment. The comments or conduct need not be directed at a specific person, and may be from any person, regardless of position or status. A single comment or action, if sufficiently serious, may create a poisoned environment.

REASONABLE:

“Fair, proper or moderate under the circumstances.” For a person, determining whether a person has behaved reasonably is an objective standard; the circumstances, not the intent of the person exhibiting the behaviour is considered.

WORKPLACE:

The workplace is any place where an authorized activity of U.P. is taking place. It includes but is not limited to, the physical work premises (offices, rehearsal studios, theatre, dressing rooms, green room, or production shop etc.), work related social functions (parties, fundraising events, etc.), online or electronic communications, meetings or collaborations, work assignments outside the physical premises, work related travel, and work related conferences or training sessions. Regardless of location or whether the activity is paid or unpaid, if it is an authorized activity of U.P., it should be considered the workplace.

Nothing implied or expressed in this policy negates or offers legal advice, or promises support from external sources. This policy is intended to guide United Players' community in building a respectful workplace and community, and a process for resolution of complaints. Parties are encouraged to obtain independent legal or expert advice and opinion in any matter relating to a complaint, investigation, and/or resolution and beyond.

F. Communication and awareness obligations

1. The policy is to be made available (in pdf form – so as to deter tampering) on the United Players' website, and easy to find via the main page.
2. The policy should be included as a link, as part of the Policy acknowledgement form; to be read and signed by all members of U.P. and production companies – including performance and directing and technical staff (may be electronic) should be available via the website online and filed once signed.
3. A note/phrase should be included for implicit acceptance of the policy provisions by the public by the viewing, or interaction with U.P. members or production companies.
4. A complaint form to aid the compilation of complaint details should also be made available online.
5. Practical application – while intent is to ensure that anyone who is associated with or at a UP event, show, meeting, whether in-person, in writing, or otherwise – is aware of this policy, the:
 - a. **immediate and mandatory targets for signed acknowledgement forms** (whether ink, electronic signature, or email acceptance) are:
 - i. Board members,
 - ii. U.P. volunteers,
 - iii. retained staff and advisors (e.g. Artistic and/or Technical Directors etc.), and
 - iv. all cast and crew for productions hosted by U.P.

PART II - Complaint and Resolution Process

With the above objectives in mind, United Players (U.P.) will enforce procedures to investigate behaviours that are contrary to the provision of a safe and respectful work environment. In pursuit of this goal we will neither condone nor tolerate any acts of discrimination, bullying, harassment, violence or threats.

Once the Board or Staff are aware of such behaviour, an investigation will begin and all reasonable steps to protect our community will be taken. The Board is accountable to ensure that the policies and procedures related to a respectful workplace (this document) are promoted, acknowledged, and followed to completion in a reasonably diligent, efficient, and timely manner.

We will uphold the BC Human Rights Code in protecting our workplace from discrimination. The Code also protects persons involved or about to be involved in a complaint against retaliation of any kind. Protections are extended any place in the workplace. (See “Application” and “Workplace”). If it is an authorized activity of U.P., it should be considered the workplace. In addition, we are committed to honouring and supporting the WorkSafeBC protections against bullying and harassment.

Complaints should be filed as soon as possible, be as detailed as possible, and must reflect facts and cannot be false or defamatory in nature. No one will be punished for reporting an incident in good faith, or for participating in an investigation. United Players will accept anonymous complaints. U.P. will record all complaints received – official or otherwise, in an incident log, and tracked via minutes of in-camera sessions of meetings of the Board of Directors.

Any parties involved will benefit from the principles of natural justice - by learning of allegations against them and having the opportunity to respond to them.

All complaints will be appropriately investigated, and appropriate action will be taken to end the harassment, violence, bullying or discrimination, address its effects on the person(s) subjected to it, and prevent any further instances. United Players may choose to involve mediators, qualified external consultants, and/or legal counsel in investigations.

Where an immediate resolution is not possible, the Board authorizes the Receiver (of the complaint) to act to separate the parties to the complaint, so that no further communication or physical contact (parties should not speak, see, or hear one another) of the parties is permitted until the complaint is investigated and resolved, or authorized by the Board in writing.

OUTLINE OF GENERAL PROCESS

After an Incident (where words, actions, images are considered unwelcome)

- A. Complaint (directly or indirectly) – file opened,

- B. Initial review by Recipient, (and informal action as necessary – in all cases, must be reported to the Board)
- C. Board acknowledgement and assignment of investigator/s (may be initial instruction to parties),
- D. Investigation and report findings to Board (Report filed),
- E. Action to resolve (Actions and Decisions) by Board and parties,
- F. File closed (parties sign off on resolution), or to external action, and After-Action Review (AAR Process).

This outline is expanded in detail in the remainder of this document.

B. Making a Complaint

1. Anyone witnessing or who believes they are a victim and has been subject to: bullying, harassment, violence, or discrimination, is asked to document the incident and file a complaint (hereafter known as “Complainant”) – can be verbally, or in writing, it in a timely basis to any one (but not more than two) of the following (hereafter known as “Recipient” In the process, upon receiving the complaint), as appropriate:
 - Member of the Board (any)
 - Producer (for that production)
 - Director (anyone identified as a Director – show, Artistic, Technical, etc.)
 - Stage Manager (for that production)
 - Site lead/contact (for that event)
 - Trusted third party (who will need to convey to one of the above)
2. Make the issue known so that one of these people is aware of the issue (with reasonable detail as to what was said, done, seen and between whom and when). A complaint form is available via the website to aid in gathering details.
3. The Recipient should issue an acknowledgement to the complainant(s) within 24-hours if possible – either verbally or in-writing.
4. Additional Rights - Complainants have the right to contact the BC Human Rights Commission to file a complaint of harassment, and, if circumstances warrant it, a charge of assault may be filed with the police. A complaint must be filed with the BC Human Rights Commission within 12 months of the alleged incident.

C. Initial review by the Recipient

1. The Recipient should attempt to establish the facts of the complaint and to assist record-keeping by preparing a complaint form (if not already done).
2. The Recipient may then contact the alleged harasser (Respondent) to inform them that a complaint has been received, and to obtain the Respondent’s perspective.

3. The Recipient may be able to approach either on their own or with the complainant (if willing) – the point here is that the Recipient should attempt an informal dispute resolution.
4. If informal attempts are not appropriate or successful in resolution, a formal complaint is necessary. (In either case; whether resolved or not, a written complaint must be prepared and forwarded to the Board).
5. If the Recipient is not comfortable with dealing with the complaint directly, they may defer to the Board for further action – but should complete a complaint form, and inform the Complainant and Respondent that a complaint has been submitted and that there should not be further contact between parties until directed by the Board.

*NOTE: In circumstances such as sexual or physical assault, the complainant may elect to file a complaint with the police. In these circumstances no investigation will take place while an active police investigation or legal proceedings are underway.

D. Board acknowledgement and assignment of investigator/s

1. Complaints may be received by, or passed to any member of the Board by a Recipient (who is not a Board member).
2. The complaint should be communicated to the President as soon as possible – who will then take steps to inform the rest of the Board of a complaint (not the details), unless the President is implicated (either as complainant or as respondent) – then the complaint should go to the Vice-President, and so on through the Executive Committee.
3. The President shall check with the Board regarding conflict of interest of any and all Board members regarding the parties to the complaint – that person shall recuse themselves from any further knowledge or discussion of the complaint.
4. The remaining (un-recused) Board members may then discuss the complaint and select at least one investigator (may or may not be a Board member), but preferably two investigators.
5. If no Board members are left un-recused, then the Board must appoint a non-Board investigator, who should also not have a conflict of interest.
6. If the President is implicated, then a non-United Players investigator must be appointed, who is also free from a conflict of interest.
7. The name of the selected investigator(s) shall be shared with the complainant and respondent and if accepted, then the investigation may proceed with full disclosure of known details to the investigator.

E. Investigation and report to Board

1. Once Recipients of a complaint have been made aware of an alleged occurrence, we have a duty to investigate, whether or not a formal complaint has been made. A formal investigation occurs once the Board is aware of the complaint, and has assigned an investigator to conduct a review of the facts (may be the Recipient).

2. **INVESTIGATION PROCEDURE** – this generally includes:
 - a. **Preparation** - The Preparation phase involves the assessment of the complaint and identifying the scope and objectives of the investigation (who is involved, any union involvement, external vs internal investigator, necessary interim measures or work arrangements),
 - b. **Fact-Gathering** – The Fact-Gathering stage is the actual investigation, including taking steps against any required legislative or workplace policy in place, creating a summary of allegations, conducting interviews, and reviewing all relevant documents.
 - c. **Reporting and Decision-making** - The Reporting and Decision-Making stage involves a finding of fact, an **investigation report**, noting the:
 - 1) Summary of findings
 - 2) Outcome (determination) if harassment has/has not occurred,
 - 3) Any actions taken, and
 - 4) Potential discipline and remediation steps.
3. United Players will ensure accommodation of any special needs of all persons involved (i.e. documents in alternate formats, off-site, after-hours meetings, interpretation and translation.)
4. Where necessary, U.P. will engage a **qualified, professionally trained external investigator**, at its sole expense, where an external investigation is warranted. In all cases of a complaint against:
 - a. the Board President,
 - b. the Artistic Director,
 - c. any authorized internal investigator, or
 - d. a member of the Board of Directors,

An external investigator will also be used generally when:

- a. In cases of sexual harassment, or accusations that are in violation of the Human Rights Code or the law,
 - b. Where in the judgment of U.P., a high degree of liability may exist,
 - c. If the events occurred in private, away from the public eye and without any documentary evidence of witness,
 - d. Where the allegations are against a number of Respondents.
5. The external investigator will have the authority to independently schedule interviews and to make recommendations of actions to be taken.
6. All complaints will be handled in a confidential manner and information regarding the investigation is only to be disclosed on a need-to-know basis.

7. All interviewees in both internal and external investigations will have the opportunity to review and agree to the accuracy of the record of their respective interviews.

8. REPORTS

- a. A final summary report will be completed in writing by the investigator(s) and submitted to the President and Vice-President, or to a member of the Board of Directors (if appropriate).
- b. The full report will be maintained in a separate file space accessed only by the President and the Board but will NOT form a part of the personnel files. No documentation of unsubstantiated claims will be maintained.
- c. The investigator may find one or more, and not limited to, the following:
 - 1) The misconduct was established,
 - 2) No misconduct found,
 - 3) The investigation was inconclusive,
 - 4) The behaviour is not within scope,
 - 5) The complaint to be vexatious, retaliatory.

F. Action to Resolve

1. If the investigation finds misconduct was established, action will be taken to remedy the situation. This may include and not be limited to:
 - a. mediation,
 - b. restorative justice,
 - c. sensitivity training, or
 - d. other educational requirements.
2. Discipline may include and not be limited to:
 - a. official warning and follow up monitoring,
 - b. temporary suspension,
 - c. termination.
3. Following the investigation, the complainant and the respondent shall be informed of the findings of the investigation, and the respondent should be advised in writing of any corrective action to be taken as a result.
4. The Board shall ensure that appropriate corrective action is taken immediately against any person who is found to have committed workplace harassment.
5. In cases where the investigation is inconclusive or unfounded, U.P. may provide conflict resolution measures for the parties.

6. In the case where a complaint is found to be vexatious or retaliatory, U.P. may take disciplinary action.

G. Closing the file and After-Action Review (AAR)

Harassment incidents and investigations can have a negative impact on individuals and an organization's culture after the fact. Once the investigation is complete, United Players will implement measures to address any fallout or impact that may have resulted from the incident and/or investigation process.

After-Action Review (AAR) Process

Upon conclusion of the investigation and implementation of any corrective action, there should be a debrief and review of the circumstances that gave rise to the investigation to determine if any practices or working conditions contributed to the complaint or incident arising. Any identified practices or conditions should be addressed, to the extent possible, and policies should be updated to prevent a recurrence, if necessary.

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UNITED PLAYERS OF VANCOUVER

Respectful Workplace Policy – Complaint / Incident Report

Complaints or incident reporting can be made via this form, or written in some other way, or verbally. This form can be used by anyone to report an incident or concern related to, or violation of, United Players' Respectful Workplace Policy, adopted by the Board of Directors on 14 September 2022. Depending on circumstances, United Players' ability to investigate may be limited. U.P. wish to convey its concern that this has happened and will work to provide resolution as efficiently as possible.

A complaint using this form, or letter, or verbally should be completed and submitted to one of the following:

- Member of the Board (any)
- Producer (for that production)
- Director (anyone identified as a Director – show, Artistic, Technical, etc.)
- Stage Manager (for that production)
- Site lead/contact (for that event)
- Trusted third party (who will need to convey to one of the above)

If making a report verbally, an authorized Recipient (see list above) will record details using this form. **United Players will accept anonymous complaints.**

1. Name and position of Complainant: (if reporting for someone else, please use your info)
2. Complainant contact information (phone number and email address):
3. Name and position of person involved in alleged harassing and/or discriminatory behaviour:
4. Please describe in detail the specific incident(s) of harassment and/or discrimination alleged, including: <ul style="list-style-type: none">• the location, date, and time of the incident (approximate if necessary)• details about the incident (including behaviours, actions, and/or language used)• the names and positions of the people involved, and any witnesses to the incident; and• any additional details

If multiple incidents, describe each separately.

Use extra pages as necessary and attach any supporting documents such as emails or texts.

I submit this complaint in good faith, and with information to the best of my knowledge. I acknowledge the seriousness of the complaint. I accept that an investigation must occur and that enquiries are not a reflection of United Players or its Board's predetermination of cause. I acknowledge that I will be asked by the Recipient whether I have attempted to complaint directly with the Respondent (alleged offender), and that the Recipient (of the complaint) may offer an immediate resolution, and that I have the right to decline that resolution. I acknowledge that until the investigation, report and resolution are complete, I will be expected to not contact parties to this complaint, witnesses to the complaint, or discuss the details of this complaint with anyone but the Recipient and investigator(s) as appointed by the Board, until the Investigation Report has been submitted to the Board – for which I will receive a copy. I acknowledge that I may elect to obtain legal or external counsel at my own expense at any time. I expect to obtain acknowledgement of receipt of this complaint, in writing, not later than 72 hours after its submission and understand that I may then elect to contact a different Recipient.

Signature of Complainant

Date signed

Official use below:

Name and position of Recipient:		Email/phone # of Recipient:
Date/time Received:	Days since incident:	By what means (verbal, email, letter, form, other):
Immediate resolution offered: (details – accepted: yes/no)		
Immediate steps taken:		
Reported to Board date/time:		Acknowledgement to Complainant sent date:

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UNITED PLAYERS OF VANCOUVER

Respectful Workplace Policy – Acknowledgement

All participants in a production, or work (whether paid or volunteer) associated with United Players of Vancouver (hereafter “United Players”, or “U.P.”) must be made aware of, read and understand, and agree to abide by the United Players’ Respectful Workplace Policy as adopted by the U.P. Board of Directors (hereafter “the Board”) on 14 September 2022. The policy is available as a link from the United Players’ website.

Some policy elements are repeated below (please review the full policy for details):

The general complaints process is as follows following an Incident (where words, actions, images are considered unwelcome):

1. Complaint (directly or indirectly) – file opened,
2. Initial review by Recipient, (and informal action as necessary – in all cases, must be reported to the Board)
3. Board acknowledgement and assignment of investigator/s (may be initial instruction to parties),
4. Investigation and report findings to Board (Report filed),
5. Action to resolve (Actions and Decisions) by Board and parties,
6. File closed (parties sign off on resolution), or to external action, and After-Action Review (AAR Process).

A complaint may be made using a form at link (insert link), in writing, verbally, and even anonymously. A complaint should be submitted to one of the following:

- Member of the Board (any)
- Producer (for that production)
- Director (anyone identified as a Director – show, Artistic, Technical, etc.)
- Stage Manager (for that production)
- Site lead/contact (for that event)
- Trusted third party (who will need to convey to one of the above)

Full name		Name of production	
Role: (Performer, Technical support, contractor, other (specify))		Name of theatre company	
Contact email		Contact phone #	
I, the undersigned, have read and understand the U.P. Respectful Workplace Policy, and agree to abide by the Policy.		Are you a member of Equity? (CAEA, ACTRA, etc) If yes, which? Membership #.	
Signature _____		Date signed _____	