

Scapegoat Carnivale Anti-Harassment Policy

Scapegoat Carnivale Theatre ("**Scapegoat Carnivale**") aims to provide a working environment that is based on respect and is therefore committed to preventing and stopping psychological and sexual harassment at work.

The objectives of this Anti-Harassment Policy (the "**Policy**") are to prevent all types of harassment, and to put an end to any situation of harassment that is brought to the attention of Scapegoat Carnivale. It also seeks to establish the intervention principles that apply when handling situations of harassment when a complaint is filed or a report is made to that effect.

The Policy applies to all individuals at Scapegoat Carnivale who are engaged in work, work-related activities or work-related relationships between themselves and Scapegoat Carnivale, irrespective of their reporting level (management or non-management). This includes full-time employees, part-time employees, casual assignments, contractors or consultants, permanent and temporary workers, board members, job applicants, suppliers, volunteers and those on approved leave, hereafter referred to as "**workers**."

This Policy applies to all work-related incidents occurring inside or outside the workplace (including telework places) or outside the usual workplace, during or outside normal working hours, which includes, without limitation, work-related travelling, conferences, meetings and social activities. This Policy also extends to communications sent or received by any means, technological or otherwise, in the context of work (including social media, emails, texts, posts and letters).

1. What is Harassment?

Quebec legislation proscribes **psychological harassment**, which is defined as any vexatious (abusive, humiliating, hurtful) conduct in the form of comments, gestures or behaviour that:

- are repeated
- are hostile (aggressive, threatening) or unwelcome
- adversely affect the person's dignity (that is, self-respect, self-esteem) or integrity (physical, psychological or emotional balance)
- make the workplace harmful for the person.

A single serious incident of such behaviour could also be considered harassment if it has a lasting negative impact on the person.

This Policy prohibits any form of **discriminatory harassment**, in other words harassment based on any ground protected by the *Québec Charter of Human Rights and Freedoms*, such as race, colour, sex, gender identity or expression, pregnancy, sexual orientation, civil status, age except as provided by law, religion, political convictions, language, ethnic or national origin, social condition, a handicap or the use of any means to palliate a handicap. Also prohibited is any personal harassment not based on one of these prohibited grounds, which can be equally harmful. Harassment can also be of a sexual nature. **Sexual harassment** of any kind, including but not limited to repeated, hostile and unwelcome remarks, jokes,

innuendos, actions, gestures or taunting about a person's body, attire or sex, will not be tolerated.

In its efforts to maintain a safe work environment for all, Scapegoat Carnivale also maintains a zero-violence work environment, including any actions, conduct, threats or gestures that can be reasonably expected to cause harm, injury or illness.

Lastly, it is important to understand that workplace harassment does not include the legitimate exercise of Scapegoat Carnivale's management rights, namely the management of discipline, work performance or absenteeism (through performance evaluations, constructive criticism, directives and job assignments), differences of opinion or interpersonal conflicts.

In this Policy, the term "**harassment**" used on its own means psychological, sexual or discriminatory harassment.

2. Responsibilities and Rights

Scapegoat Carnivale prohibits and will not tolerate any harassment whatsoever in the workplace. Scapegoat Carnivale asks its management to act as ambassadors and ensure that this Policy is known and respected so that the desired objectives can be reached.

Maintaining a healthy and respectful workplace that is free of harassment is everyone's responsibility. Consequently, Scapegoat Carnivale expects all of its workers to behave in a professional, courteous and respectful manner and to avoid any behaviour that might constitute harassment. Scapegoat Carnivale encourages each person to express their disapproval of behaviour that might constitute harassment and to avail themselves of this Policy as needed.

Any person who violates this Policy may be subject to the appropriate administrative measures or disciplinary action. The choice of which measure applies will take into consideration the seriousness and consequences of the action(s) as well as the prior record of the person who engaged in such action(s).

Complaints or reports submitted in bad faith or as revenge constitute an offence that may also be subject to disciplinary measures.

3. Recommended Conduct when Participating in Work-Related Social Activities

Workers must continue to behave professionally and respectfully and to comply with this Policy during work-related social activities, whether or not these take place outside the usual work-related settings.

Scapegoat Carnivale therefore recommends that workers respect the following standards of conduct, without limitation:

- Avoid aggressive, intimidating, or violent conduct, such as shouting, destroying property, or invading the personal space of participants;
- Where the use of alcohol is permitted, drink moderately;
- Refrain from using cannabis or other drugs;

- Ensure that every person is able to take part in the conversations and activities;
- Refrain from engaging in such sexual conduct as sharing sexually explicit material, making sexual advances or proposals, or making unnecessary or unwanted physical contact;
- Refrain from making derogatory, demeaning, discriminatory, or sexual comments, such as mocking such individual characteristics such as race, religion, sex, handicap, sexual orientation, gender identity, etc.;
- Where taking photos or recording videos is permitted during an activity, refrain from posting on social media or elsewhere photos or videos that are embarrassing or inappropriate, or without the consent of the person at issue.

Scapegoat Carnivale reserves the right to remove workers from a social activity and/or prohibit them from participating in a subsequent activity if they fail to comply with this Policy.

4. Methods and Techniques to Identify, Control and Eliminate the Risks of Harassment

Scapegoat Carnivale undertakes to take reasonable measures to maintain a work environment that is free from all forms of harassment so as to protect everyone's psychological and physical integrity.

In accordance with its legal obligations, Scapegoat Carnivale may use the following methods and techniques, without limitation, to identify, control, and eliminate the risks of harassment:

- Promote awareness of, regularly review, and update this Policy when necessary;
- Disseminate this Policy in such a manner as to make it accessible to all of its workers, notably by providing workers with copies thereof and posting the Policy on its website;
- Make sure that this Policy is adequately applied, well understood, and achieving its objectives of preventing harassment and managing situations of harassment.
- Make workers aware of the importance of respect and civility in the workplace and of Scapegoat Carnivale's zero tolerance for any form of harassment, including inappropriate sexual or discriminatory comments and behaviour;
- Make workers aware that they must avoid behaviour that could constitute sexual harassment, as that expression is defined in this Policy;
- Take each complaint or report seriously and handle it promptly and, whenever necessary, conduct a respectful and exhaustive investigation within a reasonable period; and
- Impose adequate measures on anyone who breaches this Policy.

5. Handling Situations of Harassment

a. Complaints

Scapegoat Carnivale recognizes that individuals who have experienced harassment or violence, and in particular, sexual harassment, may be reluctant to come forward. Scapegoat Carnivale is committed to maintaining a workplace free from harassment and violence in which workers feel as safe as possible in reporting their concerns. While Scapegoat Carnivale has no jurisdiction over third parties who may come into contact with Scapegoat Carnivale workers,

such as patrons, donors, suppliers or other members of the public, if Scapegoat Carnivale deems it necessary, it will intervene to the best of its ability and to the extent of its authority to take action to stop any psychological or sexual harassment initiated by any such third party and directed towards any worker bound by the Policy.

Any person, including a worker, who believes they are a victim of harassment perpetrated by a worker (a "**complainant**") is first encouraged, if circumstances allow and where they feel comfortable doing so, to bring to the attention of the person who is the subject of the complaint (the "**respondent**") that the complainant believes the respondent's behaviour constitutes harassment and that it must cease immediately. If the circumstances do not allow or this measure does not lead to a satisfactory resolution of the situation, the complainant should file a complaint directly with the co-artistic directors of Scapegoat Carnivale, Alison Darcy (at alisondarcy@gmail.com) and/or Joseph Shragge (at shragovitch@yahoo.com), or, alternately, an independent board member of Scapegoat Carnivale at the confidential email address: safeworkspace.scapegoat@gmail.com (each, a "**Scapegoat Carnivale Representative**"). A person who witnesses a situation that might constitute or is at risk of constituting harassment may also file a report with a Scapegoat Carnivale Representative.

A complainant can make a complaint of workplace harassment or violence verbally or in writing, either by email or other means of communication. If the complaint is made verbally, the Scapegoat Carnivale Representative to whom the complaint is made will record the details provided by the complainant. To facilitate the prompt and diligent handling of the complaint, the complainant should, if they are able to, provide precise details of the incident(s), such as what happened, when it happened, where it happened, how often it occurred, and who else was present (if applicable). The complainant may also indicate how they think Scapegoat Carnivale can remedy the alleged incident, and what their preferred resolution would be.

While there is no specific time limit for a current worker to submit a complaint of harassment or violence, a delay in making a complaint may affect Scapegoat Carnivale's ability to assess and investigate the alleged occurrence. Also, if the respondent no longer works for Scapegoat Carnivale, Scapegoat Carnivale will determine whether an investigation or an internal review of Scapegoat Carnivale's general work environment, to address any risk of harassment, are appropriate under the circumstances. The Governance Committee of the board should also conduct a review of this Policy.

b. Responses to Complaints

The co-artistic directors of Scapegoat Carnivale, Alison Darcy and/or Joseph Shragge, or any independent board member receiving a confidential complaint (a "**Scapegoat Carnivale Representative**"), will contact the complainant within five days of receiving the complaint to confirm that the complaint has been received, explain how this Policy may be accessed, and explain each step of the resolution process.

A Scapegoat Carnivale Representative will contact the respondent in writing to let them know that a harassment or violence complaint has been filed regarding them. The Scapegoat Carnivale Representative will provide details of the allegations that have been made against them and will also explain how this Policy may be accessed, and each step of the resolution process.

After a harassment or violence complaint is received, a Scapegoat Carnivale Representative will provide regular updates (at minimum every two weeks) on the status of the complaint to the complainant and the respondent.

c. Investigations

All investigations will be carried out promptly, fairly and impartially by a Scapegoat Carnivale Representative or another internal or external resource mandated by Scapegoat Carnivale after having consulted with the Scapegoat Carnivale Representative.

Determination of Admissibility

A complaint would be inadmissible if:

- the complaint itself is discriminatory in nature;
- the complaint is founded in behaviour that does not meet the definition of harassment under this Policy; or
- the complaint concerns the behaviour of a person who is not a worker.

If the Scapegoat Carnivale Representative investigating the complaint finds that there is insufficient evidence to support an allegation of harassment or violence, the complaint will be considered unsubstantiated. Typically, this means that corrective and remedial action will not be required. Any complaint that is found to be trivial, frivolous, vexatious or made in bad faith may result in disciplinary measures against the complainant, as such measures may be determined by the Scapegoat Carnivale Representative.

However, unsubstantiated complaints may reveal other sources of conflict which still require attention in the workplace. Where an unsubstantiated complaint is not trivial, frivolous, vexatious or made in bad faith, a Scapegoat Carnivale Representative will schedule follow up discussions with each of the parties and is responsible for leading efforts to facilitate the return to a healthy workplace.

Early Resolution

Early resolution is an opportunity to resolve a dispute without requiring a more formal resolution process. It can involve a range of options, such as a meeting with the complainant, the respondent, and a Scapegoat Carnivale Representative. At this stage of the process, the principal party and employer will discuss what remedy the Complainant is seeking through the complaint process. An early or informal resolution of a complaint may not always be appropriate or possible. This will depend on how the Complainant and the Respondent would like the matter to be handled. It will also depend on the circumstances, including the nature and seriousness of the allegations.

For example, if a worker was physically threatened or experienced serious sexual harassment, early or informal resolution may be inappropriate.

The Scapegoat Carnivale Representative investigating the complaint will work with the complainant and the respondent to determine whether an early resolution process is

appropriate. Scapegoat Carnivale recognizes the importance of resolving workplace disputes quickly and will offer early resolution as soon as possible.

Conciliation

If an early resolution is not possible or appropriate or if it does not result in a full resolution of the dispute, the parties may be offered an opportunity to participate in a conciliation. Conciliation is a confidential process where a neutral individual assists the parties to resolve their dispute, without imposing an outcome. Conciliation only takes place if both parties agree to participate. Conciliation will not be appropriate in every circumstance, particularly where the complaint involves serious or systemic allegations. The facilitator will be an impartial Scapegoat Carnivale Representative, or, where the parties prefer, an external impartial person who is acceptable to the parties. However, conciliation cannot be offered if an investigator has already submitted a report.

Investigation Process

If early resolution and conciliation are inappropriate or do not fully resolve the issue, a harassment or violence investigation will be conducted. A Scapegoat Carnivale Representative will contact the parties to notify them that an investigation will be carried out. Such Scapegoat Carnivale Representative will also notify the board of directors of Scapegoat Carnivale (the “**Board**”) so that the Board may constitute an *ad hoc* investigative committee of at least 3 independent board members to conduct the investigation (the “**Investigative Committee**”). The formation of the Investigative Committee should occur as soon as possible but no later than 14 days after the parties receive notice of the investigation. The Investigative Committee will be composed of impartial board members. The Investigative Committee’s role is to consider relevant information about the complaint (including information received from the parties and from other witnesses) and determine:

- What happened?
- Does it amount to harassment, violence, or discrimination within the meaning of the *Québec Charter of Human Rights and Freedoms* and this Policy?
- If so, what are the recommended remedial measures?

As part of the investigation process, the Investigative Committee will interview both parties and ensure that the complainant has a chance to set out the allegations and that the respondent has an opportunity to know what they are and respond to them. The Investigative Committee may also interview individuals identified as witnesses, if necessary, and will review documentation and information relevant to the investigation. The Investigative Committee may also retain external advisors to assist in its mandate of conducting the investigation.

Investigation report and outcome

The Investigative Committee will prepare a final report. The report will not directly identify any witness or third party. In some instances, however, it may be possible to identify witnesses from the circumstances. The final report must include a detailed description of the incident, the investigator’s conclusions and recommendations to eliminate or minimize the risk of similar

incidents reoccurring. This report must not disclose, directly or indirectly, the identity of any witness or third party. The investigation report will be provided to the complainant, the respondent, the Scapegoat Carnivale Representatives and the Board, and all parties will work together to determine which of the recommendations included in the report should be implemented. Scapegoat Carnivale is responsible for implementing these recommendations as soon as possible to ensure that workplace harassment and violence are addressed quickly and effectively.

Meaningful resolution

Developing both immediate and long-term remedial solutions is a crucial part of resolving a complaint. The impact of the complaint resolution process can be measured by how effective these solutions are in restoring the workplace and preventing similar incidents from occurring in the future. Scapegoat Carnivale is committed to restoring the workplace and may take all reasonable measures to resolve the situation, including any appropriate administrative and disciplinary measures. Remedial measures will be shared with the parties to the extent possible.

Challenging the complaint process

If either party believes that the complaint is not being handled in accordance with this Policy, they should contact the president of the Board.

Record keeping

Scapegoat Carnivale is responsible for keeping the workplace harassment and violence policy and the documents forming part of the workplace assessment. Scapegoat Carnivale will keep the following records:

- a) this Policy;
- b) a record of each complaint (alleged incident of harassment or workplace violence) and of each action taken in response to the complaint;
- c) a copy of each investigation report; and
- d) any additional document related to the processing of a complaint.

The records listed above will be kept for a period of ten years.

Privacy and confidentiality

Scapegoat Carnivale and all individuals involved in a harassment or violence complaint are expected to respect the privacy and confidentiality of all other persons involved while the complaint is being addressed under this policy. Confidentiality is intended to ensure the integrity of the complaint process, not to conceal allegations of harassment or violence. Importantly, the confidential nature of the complaint process does not prevent any individual involved from seeking medical, psychological, or social support services. It does not prevent sharing the information necessary to protect others from harassment or violence, taking appropriate interim or other corrective action, or compliance with any legal obligations. Scapegoat Carnivale and all individuals involved in the complaint or investigation process will

comply with all requirements of the Canadian *Personal Information Protection and Electronic Documents Act (PIPEDA)* and the *Quebec Act respecting the protection of personal information in the private sector* to protect personal information. Scapegoat Carnivale will not disclose the name of the complainant or the circumstances related to the complaint to any person except where doing so is necessary for the purposes of investigating the complaint or taking disciplinary measures. Scapegoat Carnivale will not disclose information related to disciplinary measures or sanctions imposed on a responding party to any person except where doing so is necessary to facilitate the implementation of those disciplinary measures or sanctions.

No Reprisal or Retaliation

Any person who avails themselves of the Policy, in good faith, shall not suffer any reprisal or retaliation by Scapegoat Carnivale. Any person covered by the Policy who retaliates against a person who availed themselves of the Policy, shall be subject to disciplinary measures, as such measures can be determined by Scapegoat Carnivale and the Board.

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