

Sunshine Coast Driftwood Players

Code of Conduct Regarding Bullying & Harassment

Approved by the Board of Directors November 27, 2024

Policy Statement

Participation in, or attendance at, Driftwood Players activities should be a respectful and enjoyable experience.

Bullying and harassment is defined as conduct or comments by a person(s) directed towards another individual(s) that the person knew, or reasonably ought to have known, would cause humiliation or intimidation.

Bullying and harassment by a Driftwood member engaged in any Driftwood Players activity is prohibited.

Bullying & harassment directed at Driftwood members by non-Driftwood members as a result of the Driftwood members' involvement in Driftwood activities will not be tolerated.

When Driftwood Players enters into any form of partnership with another organisation, it will satisfy itself that the partner organisation has a policy regarding Bullying and Harassment.

Procedures for All Driftwood Members

If it is believed that bullying and harassment have occurred, or are occurring, the following steps should be undertaken:

Step 1 Direct Negotiation

Providing that the parties involved feel safe doing so, the affected individuals should first try to remedy the situation through respectful discussion among themselves. It is always best if conflict can be resolved directly by the affected parties.

Step 2 Board Involvement

If direct negotiation is unsuccessful, or appears not to be an option, a request should be made to the Board of Directors to become involved. A written note, email, telephone call or in-person conversation with a Board member can initiate Board involvement. The request can be made by an individual(s) who feels he/she/they are the recipients of bullying and harassment, or by an individual(s) who has personally observed such behaviour being directed at others.

It is preferred, but not required, that such a request be made in writing, and provide as much specific detail as possible. Providing a detailed written request makes it easier for the Board to understand exactly what needs to be investigated. Such a request can be made in confidence, but anonymous requests will not be entertained.

In extreme cases where it is deemed there is urgency or criminality involved in the bullying and harassment and it is not reasonable to wait for Board investigation and intervention, the affected Driftwood members should contact appropriate legal

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authorities (and copy the Board as soon as practicable). Hypothetical examples of such situations could include, but are not limited to, an audience member who insists on harassing performers during a performance, or an imminent threat of violence.

Procedures for the Driftwood Board of Directors

Upon receipt of a request for Board involvement in an allegation of bullying and harassment, the Board will establish a subcommittee of the Board consisting of three Board members who are neutral, meaning that they are not involved in the matter at hand. At its sole discretion, the Board may elect to substitute Board members with non-Board individuals on the Subcommittee, either in whole or in part.

The Subcommittee will investigate the matter, which will include interviews with the alleged victims, alleged perpetrator(s), witnesses to the event(s), and/or other evidence as the Subcommittee may deem relevant.

Based on the findings of the investigation, the Subcommittee will recommend a level of response from the options listed below. Generally, the Subcommittee will attempt to begin at the lowest level of response, and escalate if necessary. However, depending on the findings of the investigation, the Subcommittee is free to proceed immediately with a higher level of response.

Levels of Response:

Level 1 – *No Action*

If the Subcommittee finds that the allegations of bullying and harassment are not substantiated, or if the matter has resolved itself, the Subcommittee may decide to take no action.

Level 2 – *Mediation*

The Subcommittee may undertake mediation efforts to allow the parties involved to come to an understanding that will resolve the concerns brought forward to the Board.

Level 3 – *Written Direction*

The Subcommittee may provide written instructions to an offending party(s) specifying which behaviours or actions must cease, be altered, or undertaken to resolve the matter. Such correspondence will include an admonition that failure to comply with the instructions provided may result in further action, such as that listed in Level 4.

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Level 4 – *Restriction of Activities or Authorities*

The Board (excluding potentially involved board members), upon recommendation of the Subcommittee, may limit or remove specific positions or authorities conferred on a Driftwood Players member(s), and may limit or prevent an offending member's participation in specific Driftwood activities. Such restrictions will be delivered in writing. If the bullying and harassment comes from a non-Driftwood member, that individual(s) may be banned from attending Driftwood activities, and such restrictions will be communicated by whichever means are deemed most appropriate for the situation.

If the offending person is a member of the Driftwood Board, then the offending person may only be removed from the Board, if that is recommended, by following the steps specified in Section 11 (Removal of Society Directors and/or Officers) of the Driftwood Players Bylaws.

Level 5 – *Expulsion from Driftwood Players*

The Board (excluding potentially involved board members), upon recommendation of the Subcommittee, may expel a person from membership in Driftwood Players, by following the steps specified in Section 4.5 of the Driftwood Players Bylaws. Such expulsion automatically prohibits participation in any Driftwood Players activities.

Level 6 – *Legal Action*

The Board may refer the matter to legal authorities if any of the following have occurred:

- The threat, or the occurrence of, physical violence; or
- The threat, or the occurrence of, substantial damage to tangible or intangible property; or
- The violation of law.

Additional Notes:

While every attempt will be made to follow the procedures prescribed in this Policy and Procedures document, if truly extraordinary circumstances arise, the Board's response to a request for involvement may deviate from the Procedures as needed.

For clarity, while this document is intended to apply primarily to interactions between Driftwood members, it also applies to bullying and harassment by Driftwood members who, while engaging in Driftwood activities, direct bullying and harassment at non-Driftwood individuals.