

*Finalized February 2022*

## **CODE OF CONDUCT: RESPECT IN THE WORKPLACE FOR LIFT STAFF, MEMBERS, WORKSHOP PARTICIPANTS**

### **INTRODUCTION**

The behaviour of those in the LIFT community should reflect the same values on which LIFT was founded: namely, to foster an inclusive and diverse safe space to all those interested in learning and experimenting with the practice of filmmaking.

The existence of this policy is meant to create a safer space for all who use it as outlined in the Ontario Human Rights Code and other legislation which prohibit discrimination and harassment in the workplace.

### **SCOPE**

The **Liaison of Independent Filmmakers of Toronto** (henceforth referred to as LIFT) is a community space for those working in film and media related practices. This policy applies to everyone who uses the on-site facilities at 1137 Dupont Street, participates in online events run by LIFT and attends LIFT affiliated workshops and events at other venues. The scope of this policy includes staff, members, volunteers, community project collaborators, workshop instructors, store customers and participants. *The comportment of members working off-site on their own or the projects of others is beyond the scope of this document.*

### **POLICY**

*All members of LIFT's community are entitled to a safe and respectful learning and working environment that is free from racist, xenophobic, sexist, homophobic, transphobic, and related behaviours and attitudes. Examples of such behaviours include:*

- *ethnic, racial, or religious slurs*
- *sexist language*
- *any verbal comments that are intended to demean a person for their physical appearance, gender/sex identity, sexuality, class, age, or abilities.*

*Any bullying, shaming, intimidation, sexual assault, or physical violence is not tolerated. At LIFT we take member concerns and safety seriously. Please report any issues and/or concerns of*

*discrimination or violence that arise in the classroom or workshop or studio space immediately, so that they can be addressed within an appropriate timeframe.*

We ask that those who use and visit LIFT's space (staff, members, workshop participants, instructors, and other visitors) remain mindful, and take responsibility for their speech and behaviour.

**For that to be possible, please remember to:**

- Always act out of respect and concern for the well-being and free expression of others
- Actively listen to others and thoughtfully participate
- Respect physical and emotional boundaries
- Respect others identity, experiences, and pronouns

**PROCEDURE TO MAKE A COMPLAINT**

1. We realize people can accidentally hurt others with their language/actions. If you find that you have overstepped certain boundaries with your language/actions we assume that you will humbly accept respectful correction (or correct yourself). Failure to do so will result in more serious repercussions, as outlined below.
2. If members, workshop participants, facilitators, collaborators or staff witness or are subject to any kind of unacceptable behaviour, as outlined above, the first step is to reach out to a senior staff member: the Executive Director ([director@lift.on.ca](mailto:director@lift.on.ca)).
3. If the complaint is due to the behaviour of a senior staff member, you may reach out to the board through their private email account, which is not monitored by staff. The email is [hr@lift.on.ca](mailto:hr@lift.on.ca)
4. Please include the following information in your incident report. The more information we have the better:
  - a. Your First and Last Name and Contact Information (email and phone number)
  - b. Date and Time of Incident
  - c. Location of Incident
  - d. Task being performed when incident occurred
  - e. Names of persons involved, including witnesses (if known)
  - f. Details of incident

5. In either situation, staff or board members will acknowledge receipt of your complaint within 48 business hours and meet to decide on the appropriate course of action within a reasonable time. LIFT's aim will be to address most complaints with a two month turnaround, which includes a Committee Meeting to assess the complaint and any follow up investigation. More serious complaints may require more time.
6. Your complaint will be kept in confidence among the required parties needed to address the complaint. An incident report will be generated for tracking purposes only and will be held in a secure area. The parties in question will be consulted and the appropriate action will be taken. Depending on the severity of the situation, this could range from a written warning, suspension, or for more extreme circumstances, termination of employment or membership.

## **TERMINATION**

As a PRIVATE SPACE, LIFT reserves the right to remove any person at any time for any reason. We are ultimately responsible to the LIFT community at large.

LIFT has a zero-tolerance policy regarding violent and extreme harassing behaviour. If a community member is found to have become physical or intimidating towards another person in our facilities, an affiliated event or workshop, their association with LIFT will be terminated. This termination will be without refund in the case of membership or workshop fees (if the infraction occurred in a workshop). They will not be allowed to reapply for membership or to take part in workshops or LIFT-related projects following their termination. Any workshop fees that they are unable to attend due to the termination will be refunded.

This termination policy also applies to repeated inappropriate behaviour. Once someone has received three (3) formal complaints for their language or behaviour towards staff or other community members their membership or association with LIFT will be automatically terminated.

## **QUESTIONS**

Any questions regarding LIFT's Code of Conduct may be sent to the Board of Directors at [hr@lift.on.ca](mailto:hr@lift.on.ca)