

ArtsLink NB Code of Conduct

PURPOSE

This Code of Conduct is a broad-reaching policy aimed at addressing the expectation of behaviour placed upon all representatives of ArtsLink NB as well as constituents accessing ArtsLink's equipment and facilities and participating in any of ArtsLink's events and programs. This Code of Conduct can be leaned upon in instances of oppression, discrimination, and harassment and should be revised when deemed necessary by the Board of Directors to reflect definitions of inclusion which expand over time. ArtsLink NB recognizes that policies of this nature are inherently incomplete and must coincide with ongoing dialogue and education.

ArtsLink NB affirms its commitment to anti-oppression in its practices and operations, programming, events, and volunteer and professional opportunities. Involvement with these aspects of the organization implies collaborative support in making ArtsLink NB a safer and more caring space to occupy. Participation in ArtsLink NB's events is a privilege. ArtsLink will not tolerate any instance of discrimination, harassment, or violence.

We encourage all representatives and constituents to resolve communication challenges as quickly and directly as possible with mutual respect.

SCOPE

The Code of Conduct applies to two overall groups of individuals:

- **representatives** of ArtsLink NB, which includes all employees, short and long-term contractors, exhibiting/participating artists, board members, and short and long-term volunteers; and
- **constituents** of ArtsLink NB, which includes members, facility users, audience and event attendees, and organizational partners. Involvement with ArtsLink NB in any of the above capacities implies agreement to this Code of Conduct.

ArtsLink NB acknowledges that **representatives** of the organization are responsible for adhering to this Code of Conduct within the community, within their professional lives, and at all ArtsLink NB events. As representatives of ArtsLink NB these individuals enjoy a relative position of power within the arts community that must not be exploited or leveraged at the expense of others.

Complaints will be taken seriously, addressed promptly, and treated with care to the best of our abilities.

1. COVID-19

We acknowledge that COVID-19 is an ongoing issue. For the well-being of any ArtsLink NB members, program participants or employees who may be chronically ill or immunocompromised, masking may be required at events and programs. This policy will be indicated in any promotional materials for in-person programming as well as verbally at in-person events. We thank you in advance for your support in practising community care and recognizing our collective responsibility for community safety and wellbeing.

At any indoor events where masking is required, masks will be available.

If you are feeling ill or exhibiting COVID-19 symptoms, or illness of any kind, please remain home to help protect the health of our community.

If the Public Health guidelines change in advance of any of our programs, all registered participants will be notified by email.

2. ANTI-VIOLENCE AND ANTI-HARASSMENT

ArtsLink NB is committed to fostering a harassment-free environment where all representatives and constituents are treated with respect and dignity.

ArtsLink has a zero-tolerance policy for any form of workplace harassment or assault. The Canadian Human Rights Act protects employees from harassment based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability, or pardoned conviction.

Any representative or constituent who has been accused of harassing another individual may be subject to disciplinary action as per the by-laws. This includes anyone who interferes with the resolution of a harassment complaint or retaliates against an individual for filing a harassment complaint.

Definitions (Source: the Canadian Human Rights Commission)

Personal harassment is offending or humiliating someone physically or verbally; threatening or intimidating someone; or 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 is 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 environment; or behaviour of a sexual nature that could reasonably be thought to put sexual conditions on a person's professional opportunities.

3. CONFIDENTIALITY

Constituents and representatives of ArtsLink NB shall respect and maintain the confidentiality of information gained while working with ArtsLink NB, including but not limited to, all computer software and files, ArtsLink NB business documents and printouts, and all personal, donor and supporter records. Constituents and representatives will also respect and maintain the confidentiality of individual personal information about persons involved with ArtsLink NB as well as confidential information pertaining to the organization itself and any collaborator and partner organizations.

IMPLEMENTATION

Strict observance of the Code of Conduct is fundamental to ArtsLink NB's activity, reputation, and mandate.

Adherence to the Code of Conduct is agreed upon implicitly by involvement with the organization. Accountability for respect of this Code of Conduct falls on the individual.

ArtsLink NB upholds the responsibility to make clear this policy to those who may require or request further explanation or clarification.

- Poor judgement will first result in constructive feedback from Staff or the Board of Directors (whichever is more appropriate).

Anyone who believes they have experienced a **contravention to this Code of Conduct** in the context of ArtsLink NB may proceed as follows:

- If appropriate and safe to do so, make the incident known to the offending person(s);
- Address concerns regarding an incident to the Executive Director or Human Resources Committee;
- **Register a formal complaint.** A complaint form is available to assist with the reporting process. However, a complaint may be made without using this form.
 - Filing a complaint is a formal process and should not be taken lightly. The complainant should be prepared to provide details such as what happened; when it happened; where it happened; how often; and who else was present (as applicable).
- **Complaints should be made as soon as possible but no later than 12 months** from the last incident of perceived violence and/or harassment, unless there are circumstances that prevented the complainant from doing so.
- Complaints will be taken seriously, addressed promptly, and treated with care to the best of our abilities.
- Complaints will remain confidential until such time as the complaint process requires moving to a larger conversation.

Consequences for contravention of this Code of Conduct may include removal or restriction from participating in ArtsLink NB events and/or programs, revocation of membership, and in the cases of representatives of ArtsLink NB, dismissal from the individual's position.