

Anti-Discrimination Policy

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Lightbox Productions Inc. supports diversity and equal rights, and does not endorse or practice discrimination based on the following attributes:

- An individual's race
- Religious beliefs
- Age
- Language
- Gender
- Sexual orientation
- Mental or physical handicap

Our anti-discrimination policy explains how we prevent discrimination and how we protect our members, customers and stakeholders from offensive and/or harmful behaviours. This policy supports our overall commitment to create a safe and happy workplace for everyone.

Our company complies with all anti-discrimination laws, including the Age Discrimination Act 2004, the Disability Discrimination Act 1992, the Racial Discrimination Act 1975 and the Sex Discrimination Act 1984. We explicitly prohibit offensive behaviour, such as derogatory comments towards colleagues about their gender identity, ethnicity or sexuality.

Scope

This policy applies to all members, employees, contractors, visitors, customers and stakeholders.

Policy Elements

Discrimination is any negative action or attitude directed toward someone because of protected characteristics, such as race or gender. Other protected characteristics are:

- Age
- Religion
- Ethnicity/nationality
- Disability/medical history
- Marriage/Civil partnership
- Pregnancy/maternity/paternity
- Gender identity/sexual orientation

Lightbox Productions Inc. will make all reasonable accommodations to allow people who experience difficulties in their dealings with the organisation to benefit equally from its work.

Discrimination and harassment

Our anti-discrimination and anti-harassment policies go hand-in-hand. We will not tolerate any kind of discrimination that creates a hostile and unpleasant environment for members, interns or volunteers.

This document was developed utilising and adapting content from:

<https://resources.workable.com/anti-discrimination-policy> and Bradley Dylan of Be You Productions Incorporated

This list includes examples, but is not limited to all instances we consider to be discriminatory including:

- Recruiting committee members/production team members disproportionately, purposefully disqualifying male or female job candidates on purpose for reasons other than casting purposes.
- Company members (including committee members/production team/cast) making discriminatory comments.
- Company members sending emails/messages disparaging someone's protected characteristics.

Members who harass their colleagues will go through our disciplinary process and we may reprimand, demote or terminate them depending on the severity of their offence.

We recognize that sometimes discrimination is unintentional, as we may all have unconscious biases that could be difficult to identify and overcome. In the case we conclude that a member unconsciously discriminates, we will encourage them to seek out training and counselling, and implement processes that mitigate biases as we indicate in the next section. However, if this person shows unwillingness to change their behaviour, we may demote or terminate them.

We will not be lenient in cases of assault, sexual harassment or workplace violence, whether physical or psychological. We will terminate the membership of a member who behaves like this immediately.

Actions to prevent discrimination

To ensure that our conduct and processes are fair and lawful, we:

- Use inclusive language in all casting calls and position descriptions
- Accommodate people with disabilities
- Require production team members to keep records of their decisions concerning their auditionees and casting decisions.

We will also consider additional measures to prevent discrimination, like:

- Using casting processes that reduce bias
- Organising training on diversity, communication and conflict management to improve collaboration amongst committee/production team/cast members of different backgrounds.

What to do in cases of discrimination

If you are the victim of discriminatory behaviour (or if you suspect that others are being discriminated against,) please talk to the Vice President in their capacity as Equity & Access Officer as soon as possible. The Vice President is responsible for hearing your claim, investigating the issue and determining punishment (in liaison with the committee).

Punishment for discriminatory behaviour depends on the severity of the offence. For example, inadvertently offending someone might warrant a reprimand. Conversely, wilfully bypassing an auditionee from being cast because of a protected characteristic that cannot be otherwise explained by the show's casting requirements will result in consequences up to and including termination.

If you decide to make a claim to a regulatory body, we are committed and bound by law not to retaliate against you.

Prior to applying for a committee/production team role or applying to audition for a show, all interested individuals should ensure that they are aware of the organisation's policy against discrimination available via the company website.

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How we address discrimination complaints

The Vice President (and our committee) are proactive and responsive about determining whether discrimination occurs. For example, we:

- Look into similar claims about the same person or process to determine if the discrimination is systemic
- Track metrics and look into data that gives us some insight on people's behaviours (e.g. percentage of applicants of a certain race a hiring manager disqualifies)
- Evaluate testimonies on social and digital media that visitors, prospective cast and crew or former members have made.
- Conduct discreet interviews and gather information.

We will investigate all claims discreetly. We will never disclose who made a complaint to anyone or give out information that may help others identify that person (e.g. which department or role they work in.)

We should all strive to prevent and address discrimination. Be aware of your implicit biases and speak up whenever you or your colleagues feel discriminated against. If you have any ideas on how we can ensure fairness and equality in our workplace, or improve our discrimination and harassment policies, please reach out as we are happy to hear them.

In any instance above where the Vice-President is the cause of your complaint; it can be taken to the President first, then other members of the executive (treasurer, secretary), and then to other general committee members as applicable.