

THIS TOWN IS SMALL CODE OF CONDUCT

Proposed to the Board of Directors by a policy development ad-hoc committee on September 17th, 2020 and adopted at a Board Meeting on December 18th, 2020. Based on models by nonprofit organizations including the Centre for Art Tapes (Halifax), and Eastern Edge artist-run centre (St John's).

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1. PURPOSE

This Code of Conduct is a broad-reaching policy aimed at addressing the expectation of behaviour placed upon all representatives of this town is small (TTIS) artist-run centre as well as users and stakeholders participating in any and all TTIS activities and events. This Code of Conduct can be leaned upon in instances of oppression, discrimination, and harassment and should be changed when deemed necessary by the Board of Directors to reflect definitions of inclusion which expand over time. TTIS recognizes that policies of this nature are inherently incomplete, and must coincide with ongoing dialogue and education.

TTIS recognizes patriarchal systems in which many arts organizations in Canada operate. TTIS acknowledges the existence of internalized misogyny, white supremacy, neo-colonialism, rape culture, and systemic gendered pressures based on normalized patriarchal gender roles and as normalized societal framework. TTIS is committed to anti-oppression practices in all aspects of its operations to combat these systems.

2. SCOPE

The Code of Conduct applies to two overall groups of individuals: "Representatives" of TTIS, which includes all employees, short and long-term contractors, exhibiting/participating artists, board members, and short and long-term volunteers. And "Stakeholders" of TTIS, which includes members, facility/resource users,

audience and event attendees, and organizational partners. Involvement with TTIS in any of the above capacities implies agreement to this Code of Conduct.

TTIS acknowledges that its representatives are responsible for adhering to this Code of Conduct within the community, within their professional lives and at all on and off-site TTIS events. As a representative of TTIS, these individuals enjoy a relative position of power within the arts community that must not be exploited or leveraged at the expense of others.

3. SAFER SPACE

The use of TTIS resources and participation in all public TTIS events is a privilege. TTIS will not tolerate any instance of discrimination or violent acts, which include but are not limited to racism, white supremacy, sexism, heterosexism, cissexism/transmisogyny, ableism, ageism, sizeism, sexualized and all acts of violence and harassment. TTIS believes and prioritizes the voices of survivors and victims of sexualized violence.

TTIS affirms its commitment to anti-oppression in its practices and operations with special consideration paid to the following areas of the society: membership, access to and use of facilities and resources, programming and events, and volunteer and professional opportunities. Involvement with these aspects of the organization implies collaborative support in making TTIS a safer and more caring space to occupy.

Harm and oppression towards others, including the content of work produced and shown through TTIS, will not be tolerated. Acts by representatives and stakeholders that make others feel unwelcome, exploited, or uncomfortable within a framework of oppression or harassment can be communicated to the HR committee, staff, or Board of Directors - complaints will be taken seriously, addressed promptly, and treated with care to the best of our abilities. Staff is available as the first line of communication via email, and TTIS is responsible for making contact information for emergency resources available to all representatives and stakeholders.

4. PERSONAL AND SEXUAL HARASSMENT/ASSAULT

TTIS is committed to fostering a harassment-free space where all representatives and stakeholders are treated with respect and dignity. TTIS recognizes the right for representatives and stakeholders to approach the HR Committee or any trained staff member in confidence and anonymity when an instance of conflict or unsafe behaviour has occurred. Board, staff, and the HR Committee adhere to a survivor-centric approach to harassment complaints and will care for those who take on the cost and risk of coming forward.

TTIS 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, size, sex, sexual orientation, marital status, family status, disability, or pardoned conviction.

Representatives and stakeholders who have been accused of harassing another individual may be subject to disciplinary action as per the powers of the Board of Directors. 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.

TTIS acknowledges that sexualized violence and harassment can be experienced by all people(s) but disproportionately affects: cisgender females, trans women, two-spirited individuals, and any female-identifying folk. TTIS realizes these issues do not exist in a vacuum and hopes to uphold an intersectional approach to all racialized and sexualized issues and how TTIS may be perpetuating them.

5. CONFIDENTIALITY

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

6. IMPLEMENTATION

Strict observance of the Code of Conduct is fundamental to this town's small activity, reputation and mandate. Adherence to the Code of Conduct is agreed upon

implicitly by involvement with TTIS. The Board of Directors has approved this Code of Conduct and shall administer it, including enacting any necessary disciplinary action in accordance with the Bylaws.

TTIS recognizes that not all people(s) have (or have had) equal access to the structure of its policies and procedures. TTIS upholds the responsibility to make clear these documents to those who may require or request further explanation or clarification.

Accountability for respect of safer space and anti-oppression policies falls on the individual. Poor judgment will first result in constructive feedback from staff or the Board of Directors (whichever is more appropriate). If an ongoing problem is identified more severe consequences will follow such as removal or restriction from participating in TTIS events and using TTIS resources, revocation of membership, and in the cases of representatives of TTIS, dismissal from the individual's position.

TTIS reserves the right for its employees or board members trained in Community Care to identify or respond to an incident where an individual does not feel safe or has been made to feel unsafe during TTIS operations or within an event space that TTIS is operating. The HR Committee on the Board of Directors will be responsible for providing Community Care training (via a third party or via the committee if adequately trained themselves) for employees and board members. TTIS is committed, to the best of its ability, to an environment of anti-oppression for any space where TTIS members or programming may be operating.