

The Only Animal Theatre Society: Healthy Workplace Overview

(as of September 10, 2022)

The Only Animal adheres to the laws covered by;

- [WorkSafe](#)
- [BC Employment Standards](#)
- [BC Human Rights Code](#)

The Only Animal also follows, when applicable, the generally accepted industry best practices of;

- [Canadian Theatre Agreement](#) (Professional Association of Canadian Theatres/Canadian Actors' Equity Association)
- [Associated Designers of Canada](#)

PHYSICAL HEALTH: Physical well-being is also an ongoing priority for all of our activities. Our risk response is informed by 15 years of creating site-specific work in extreme outdoor locations including snow, rain, sand, working waterways, and wilderness. Our impeccable safety record comes from our core team's obsession with logistics, coordination, practices and training. Through the development process a deep knowledge of place develops, which helps us identify potential dangers to put protocols in place well before production. The Only Animal's ethics ensures safety and consent for all participants.

COVID-19: The Only Animal remains hyper aware of the risk of infectious disease (COVID-19) in our dealing with the public and employees. As the event structure and circumstance of each project is relatively unique, we develop specific COVID-related policies for each project that are current to the letter of, and the broader intent of any existing Public Health Orders as well as public sentiment and any specific hazards as dictated by the specific project. Individual COVID-related issues are dealt with within the existing Healthy Workplace policies.

CLIMATE CHANGE AWARENESS: The Only Animal acknowledges we live in a climate emergency and its effects on our Staff, Board and Artists health and wellness. All contracts and communications with workers reflect this awareness in the workspace to reduce stress and anxiety related to the Climate Emergency and our participation and contribution to Climate Change. All projects are conceived, planned and executed with this awareness, reflecting our core values as a no-fly company, our buy-nothing-new aesthetic and integrating carbon budgeting in all projects.

SPECIFIC POLICIES: The Only Animal adheres to the following specific, Board-approved policies as a matter of purposeful direction:

- 1- Our Community Agreement
- 2- Anti-Harassment and Non-Discrimination Policy
- 3- Protect Pathways
- 4- Equity, Diversity, Inclusion (EDI) Policy
- 5- Accessibility Statement

The Only Animal Theatre Society: Community Agreement

(as of September 10, 2022)

Within all of our current contracts, we have eased the use of arbitrary and employer-weighted language and include the following.

The Only Animal creates immersive work that arises from a deep engagement with place. Our work seeks to re/connect our human nature with Nature. Here we forge new ways of understanding how to be on earth.

The Only Animal strives to make theatre in a way that is sustainable, joyful and treads lightly on the earth. We work for inclusion, diversity, equity and accessibility in our organization, with our artists, and our audiences.

We act on huge stages; the forests, the ocean, human possibility. There we find enormous challenges of the times, including the climate challenges that threaten our existence as a species. We seek creative ways forward and solutionary actions. We have broad shoulders and the ability to undertake ambitious projects. We love the impossible. We make work to thrill the blood, stir the soul and revitalize the planet.

Our values include Urgency, Solutionary Action, Climate Justice, Creativity, Generosity, Earth Care, Inclusion, Diversity, Equity, Accessibility, aligning with the Science, Carbon Budgeting in line with *1.5°C temperature rise*, Buying Nothing New, No-Flying, Local Focus, Global Responsibility.

We commit to having a No Tolerance policy for harassment, prejudice, and discrimination towards anyone based on race, gender, sexual identification, or ability visible within our meeting, project, and performance spaces. Please see our Protected Pathways statement for further details.

The Only Animal Theatre Society: Anti-Harassment and Non-Discrimination Policy

(as of September 10, 2022)

The Only Animal is committed to providing an environment free of discrimination and harassment, where all individuals are treated with respect and dignity, can contribute fully and have equal opportunities.

Under the British Columbia Human Rights Code, every person has the right to be free from harassment and discrimination. Harassment and discrimination will not be tolerated, condoned or ignored at The Only Animal. If a claim of harassment or discrimination is proven, disciplinary measures will be applied, up to and including termination of employment/contract.

The Only Animal is committed to a comprehensive strategy to address harassment and discrimination, including:

- regularly monitoring organizational systems for barriers relating to Code grounds
- providing an effective and fair complaints procedure
- promoting appropriate standards of conduct at all times.

Policy Objectives:

To make sure that members, performers, clients, contractors and associates of The Only Animal are aware that harassment and discrimination are unacceptable practices and are incompatible with the standards of this organization, as well as being a violation of the law.

The right to freedom from discrimination and harassment extends to all workers, including full-time, part-time, temporary, probationary, casual and contract staff, as well as volunteers, co-op students, interns and apprentices. It is also unacceptable for members of The Only Animal to engage in harassment or discrimination when dealing with clients, or with others they have professional dealings with, such as performers, rental companies, or service providers.

This policy applies at every level of the organization and to every aspect of the workplace environment and employment relationship, including recruitment, selection, promotion, transfers, training, salaries, benefits and termination. It also covers rates of pay, overtime, hours of work, holidays, shift work, discipline and performance evaluations.

This policy also applies to events that occur outside of the physical workplace such as during travel and company parties. This policy prohibits discrimination or harassment based on the following grounds, and any combination of these grounds:

- Age
- Creed (religion)
- Sex (including pregnancy and breastfeeding)
- Sexual orientation
- Gender identity
- Gender expression
- Family status (such as being in a parent-child relationship)
- Marital status (including married, single, widowed, divorced, separated or living in a conjugal relationship outside of marriage, whether in a same-sex or opposite sex relationship)
- Disability (including mental, physical, developmental or learning disabilities)
- Race
- Ancestry
- Place of origin
- Ethnic origin
- Citizenship
- Colour
- Record of offences (criminal conviction for a provincial offence, or for an offence for which a pardon has been received)
- Association or relationship with a person identified by one of the above grounds
- Perception that one of the above grounds applies.

Definitions: The following behaviour is prohibited:

Discrimination: means any form of unequal treatment based on a Code ground, whether imposing extra burdens or denying benefits. It may be intentional or unintentional. It may involve direct actions that are discriminatory on their face, or it may involve rules, practices or procedures that appear neutral, but disadvantage certain groups of people. Discrimination may take obvious forms, or it may happen in very subtle ways. Even if there are many factors affecting a decision or action, if discrimination is one factor, that is a violation of this policy.

Harassment: means a course of comments or actions that are known, or ought reasonably to be known, to be unwelcome. It can involve words or actions that are known or should be known to be offensive, embarrassing, humiliating, demeaning or unwelcome, based on a ground of discrimination identified by this policy. Harassment can occur based on any of the grounds of discrimination.

Examples of harassment include:

- Epithets, remarks, jokes or innuendos related to a person's race, gender identity, gender expression, sex, disability, sexual orientation, creed, age, or any other ground
- Posting or circulating offensive pictures, graffiti or materials, whether in print form or via e-mail or other electronic means
- Singling out a person for humiliating or demeaning "teasing" or jokes because they are a member of a Code-protected group
- Comments ridiculing a person because of characteristics that are related to a ground of discrimination. For example, this could include comments about a person's dress, speech or other practices that may be related to their sex, race, gender identity or creed.

If a person does not explicitly object to harassing behaviour, or appears to be going along with it, this does not mean that the behaviour is okay. The behaviour could still be considered harassment under the Code.

Sexual and gender-based harassment: sexual harassment is a form of harassment that can include:

- Gender-related comments about a person's physical characteristics or mannerisms
- Paternalism based on gender which a person feels undermines his or her self-respect or position of responsibility
- Unwelcome physical contact
- Suggestive or offensive remarks or innuendoes about members of a specific gender
- Propositions of physical intimacy
- Gender-related verbal abuse, threats or taunting
- Leering or inappropriate staring
- Bragging about sexual prowess or questions or discussions about sexual activities
- Offensive jokes or comments of a sexual nature about an employee or client
- Rough and vulgar humour or language related to gender
- Display of sexually offensive pictures, graffiti or other materials including through electronic means
- Demands for dates or sexual favours.

Sexual Solicitation: this policy prohibits sexual solicitations or advances by any person who is in a position to grant or deny a benefit to the recipient of the solicitation or advance. This includes managers and supervisors, as well as co-workers where one person is in a position to grant or deny a benefit to the other. Reprisals for rejecting such advances or solicitations are also not allowed.

Poisoned environment: a poisoned environment is created by comments or conduct (including comments or conduct that are condoned or allowed to continue when brought to the attention of management) that create a discriminatory work environment. The comments or conduct need not be directed at a specific person, and may be from any person, regardless of position or status. A single comment or action, if sufficiently serious, may create a poisoned environment.

Roles and Responsibilities

All persons present in The Only Animal are expected to uphold and abide by this policy, by refraining from any form of harassment or discrimination, and by cooperating fully in any investigation of a harassment or discrimination complaint. Managers, instructors, and show directors have the additional responsibility to act immediately on observations or allegations of harassment or discrimination. Managers and supervisors are responsible for creating and maintaining a harassment- and discrimination-free organization, and should address potential problems before they become serious.

The Only Animal Theatre Society: Protected Pathways

(as of September 10, 2022)

We have created a 'Protected Pathways' in our staff and board. 'Protected Pathways' means a way for all workers including full-time, part-time, temporary, probationary, casual and contract staff, as well as volunteers, co-op students, interns and apprentices of The Only Animal to be able to report incidences of racism, ableism, discrimination, or oppression that they experience in our physical or digital spaces. These protected pathways have multiple people built in, in order to be comprehensive. They have reporting pathways within our staff and board to ensure that all concerns are heard, and that action can be taken to keep the company accountable, and to build welcoming spaces for all.

- Yearly Performance Reviews will be conducted, with questions prepared and shared in advance.
- Ongoing feedback from all contractors can occur digitally as part of each project post-mortems.
- For the 2022-2023 season, reporting for our Protected Pathways would go to Brenda Leadlay, our General Manager at brenda@theonlyanimal.com and/or to Susan McKenzie & Julie Andreyev our Board Co-Chairs, at susan@susanmckenzie.ca; jandreyev@ecuad.ca
- Education about the Protected Pathways - with contact information - will be provided for each new workers, including full-time, part-time, temporary, probationary, casual and contract staff, as well as volunteers, co-op students, interns and apprentices.
- When feedback is received, The Only Animal Protected Pathway staff/Board member will listen, document, ask the individual if they would like to remain confidential, ask what they would like the outcome to be and ask if they would like any follow up. Action will be taken accordingly.
- All Protected Pathways reporting will have written records made in the 'Protected Pathways – CORE' Document and create a document to share with TOA board to review
- Hierarchy: In the case of most contracted staff, the Protected Pathway contact person will take the anonymized concern to senior staff. Reporting by staff is reported to the Board. Reporting by the Board at large are reported to the Executive Committee. Reporting by the Executive Committee members are brought to the Board-at-Large. All grievances can be formally appealed to the full Board of Directors.
- If follow up is requested, a board meeting will be held prior to the follow-up.
- Annually during the August Board Meeting, TOA will review the Protected Pathway scenarios and make adjustments where they see fit.

The Only Animal Theatre Society: Equity, Diversity and Inclusion (EDI) Policy

(as of September 10, 2022)

BACKGROUND:

- Since 2007, The Only Animal has affirmed a commitment to EDI. The pathway to equity, diversity and inclusion is not one intended to eliminate differences, but to accommodate them, celebrate them and integrate them into our organizational ecosystem. It is critical to our mission as a company that has solutionary impact on the climate crisis, that we produce vital, innovative, and conversation-provoking theatre that builds anti-racist and anti-oppressive practices into the foundation of our work. We vow to purposefully identify, discuss and challenge issues of oppression and discrimination and the impacts they have on our organization, its systems, and its people.
- In the past 14 years, this has been demonstrated in our commitment and track record of hiring at least 50% of our artists on any given project as those from racialized and equity-seeking groups. Our board representation has also met this goal since 2015. In the past 3 years, this has focussed on leadership opportunities in the company, with mixed success with grant support that made those projects possible. IBPOC and equity-seeking arts leadership continues to be a focus of our work moving forward.
- We instituted our Anti-Harassment Policy in 2018.
- In 2020-2021, our former Artistic Producer Lisa Goebel, a Filipinx artist and administrator with a long history with our company, undertook a 2-part course on Equity, Diversity and Inclusion from UBC with funds provided by The Only Animal. That work and our own staff discussions and research has resulted in this proposed plan for the company, which continues to evolve as we continue our educational commitment.
- We reaffirm our commitment to equity, diversity and inclusion within our organization, partnerships, programming, and practice.

THE ONLY ANIMAL ONGOING TRAINING:

- The permanent and contracted Staff, Board of Directors, and the Artist Brigade 100 cohort will continue to attend ongoing EDI-related training. Our intention is two-fold, to build a shared language that can be the basis of good communication, and the development and improvement of company statements and policy. We recognize that our staff and board arrive at this work with different levels of awareness and lived experience. These training sessions are all optional.
- In 2021 we completed 2-hour sessions with these organizations:
[Kelly Brownbill](#) - A Historical Perspective on Indigenous Awareness
[Bakau Consulting](#) - Fundamentals of Anti-Oppression
- In 2022 we completed 2-hour sessions with these organizations:
[Creating Accessible Neighbourhoods](#) - Disability Awareness
[Bakau Consulting](#) - Fundamentals of Gender & Sexuality
- We commit to supporting work with more sensitivity and awareness of our privilege
- We are committed to improving our understanding of our own racial biases and the systemic racism in the organization by listening to our IBPOC employees.

PARTNERSHIPS

- The Only Animal will continue and improve the values and methods for cultivation and stewardship of new partnerships with IBPOC-led community organizations, and IBPOC-led arts organizations as an urgent matter of priority.

REHEARSAL & PRODUCTION

- When hiring, The Only Animal will intentionally recruit, meaningfully include, gainfully employ, and actively support artists from IBPOC and other equity-seeking communities, in roles ranging from project leadership to content creation to consulting to designing to performing.
- In order to create a welcoming environment throughout our organization, we will be intentional about the way we invite people through our spaces (in-person or online), the way we remove barriers to participation, and the nature in which we engage our community in those spaces
- We reaffirm our commitment toward a more flexible rehearsal schedule in discussion with all artists and in the interest of professional and personal stability, and climate impact. We recommit to paying artist for the time in advance of rehearsal to get off-book, which is helpful in reducing work hours during rehearsal days, and beneficial to our sited processes.
- We recommit to our “post-mortem” system, a system which lets artists respond anonymously to their experience with shows after the fact, with online access, for all production teams.

BUDGET

- Ongoing website design updates to include ever improving accessibility.
- A permanent line item in our annual organizational budget dedicated to IDEA training and initiatives
- Addition of cultural consultants that represent equity-seeking communities in relationship to the sites we might work within to each production's budget worksheet.

PATRONS/AUDIENCE

- Use new ticket programs that increase accessibility and availability for IBPOC audiences particularly those in relationship to the land where the show might be occurring.
- Removing disadvantages and barriers such as making accommodations for physical access. If removal is not possible, acknowledging the barriers through marketing and social media to create awareness of the space.
- We committed to increasing accessibility by offering captioning for all of our digital offerings. We are working towards integrating some ASL interpretation, audio description, and captioning into our digital performances and recorded work.
- We will investigate sensory-friendly performances and relaxed performances when possible and appropriate as a part of our development process

The Only Animal Theatre Society: Accessibility Policy

(as of September 10, 2022)

The Only Animal values the diversity of its workforce, volunteers, patrons and visitors ('Participants') and is committed to providing an environment supportive of human dignity and respect. This 'Accessibility Plan' works and is updated with, The Only Animal 'Healthy Workplace Plan', 'Anti-Harassment and Non-Discrimination Policy' and 'Equity, Diversity and Inclusion (EDI) Policy'

It is the policy of The Only Animal to ensure that every Participant is entitled to an accessible space and program free of intimidation, discrimination, harassment, bullying and violence. Harassing and/or discriminatory behaviours are those that are not welcome, which are personally offensive, which debilitate morale, and which therefore interfere with effectiveness. Any and all conduct that is considered harassing, coercive, intimidating, hostile, bullying or offensive in nature will not be tolerated.

Reducing and removing barriers to accessibility include physical, cognitive, financial and cultural limitations that are within the control of The Only Animal through awareness in advance planning and focused communications.

We acknowledge our presentations and venues may be challenging and can create discomfort.

We prioritize individuals' dignity, personal safety and self-determination of boundaries.

The Only Animal will treat any complaint with seriousness, sensitively and discretion and acknowledge our responsibility to take appropriate action to stop such conduct. If circumstances require, steps may include mediation, remedial action, discipline, third party facilitation or legal action. We will make every effort to maintain confidentiality.

This is a living commitment and will evolve as conversations continue and new realities emerge in our communities. The Only Animal board, staff and artists continue to attend ongoing external IDEA training as part of the annual company work plan and budget. We welcome feedback.

We pledge to work together to build an open and inclusive environment where all Participants can thrive and grow.

The Only Animal is mindful of the following specific accessibility challenges and continues to increase our awareness, accommodation, and budgets for them.

1. **Physical**
2. **Cognitive**
3. **Financial**
4. **Cultural and Social**
5. **Geographic**
6. **Climate Change**

1- Physical Accessibility - Venue:

- Removing disadvantages and barriers such as making accommodations for physical access. If removal is not possible, acknowledging the barriers through marketing and social media to create awareness of the space.
- Ensuring that all Participants in a production have access to adequate shelter from elements as needed.
- Working to keep all Pathway surfaces and ways clear and suitable for all modes of mobility.
- Be mindful in the design and setup up of Venue Services – Box Office, Coat Check, Concession, Washrooms, Lobby areas.
- Best efforts in venue design and audience pathing to keep seating / viewing areas non-exclusionary.
- using seating that is appropriate for all bodies.
- An emergency plan includes specific and available assistance for those who self-identify with wanting additional assistance.
- Integrating ASL interpretation, audio description, and captioning into our digital performances and recorded work.
- Creation of site videos to share in advance information about the terrain for physical accessibility, or for other people for whom advance notice can be helpful.

2- Cognitive Accessibility – Productions:

- Posting sensory warnings and having sensory-friendly/relaxed performances.
- Enhanced and clear site and venue wayfinding and signage.
- Maintaining and communicating retreat pathways.
- Avoiding ableist language and using language relevant to all Participants in and communication forms.
- Providing options to complete forms and post mortems through casual interview format for those requesting it.

3- Financial Accessibility – Patrons:

- Ticket programs that increase accessibility and availability for Participants, particularly IBPOC and those in relation to the land where the show might be occurring.
- Awareness of the unequal effects of scheduling models on all Participants.

4- Cultural and Social Accessibility – Patrons / Content:

- Maintaining a company culture to ensure full participation of IBPOC artists and audiences, by respecting and integrating worldview, culture and working styles into our work.
- Share power with our team, including our IBPOC artists in order to create inclusive decision making at all levels of our organization.
- Focused outreach to IBPOC communities for all of our events.
- Creating leadership roles from those with diverse and racialized lived climate experience.
- Providing safe space for cultural practices such as prayer.
- Providing written copies of oral texts for those who prefer it.
- Enabling easy, non-verbal communication (i.e. the use of colour or symbol markers) of acceptable levels of social interaction.
- Being open and active towards making childcare available onsite, and also providing resources for childcare to those who need it.

5- Geographic Accessibility:

- Accessible by multiple modes of transportation with a focus on walking and local bus stops. Having accessible/reserved parking areas.
- Creating or recording productions and making them digitally available
- Providing additional resources for travel and accommodation for Artists and Facilitators from rural and northern regions.

6- Climate Change Awareness – Productions:

- The Only Animal acknowledges we live in a climate emergency and that it has effects on our Participants' health and wellness.
- All contracts and communications with Participants reflect this awareness with the goal to reduce stress and anxiety related to the Climate Emergency and our participation and contribution to Climate Change.
- All projects are conceived, planned and executed with this awareness, including being a no-fly company, using a buy nothing new aesthetic and integrating carbon budgeting in all projects.