*This is a statement of policy to be included in your contracts (employee, artist, designer, etc.). For contracts that are currently in effect, this can be added as an appendix. This document can also be signed by members of your board of directors.*

**COMMITMENT TO PROVIDE A HEALTHY AND RESPECTFUL WORKPLACE**

**Association des théâtres francophones du Canada**

(Name of the company) commits to provide a healthy and respectful workplace free from any type of harassment, violence and discrimination. Harassment, discrimination, violence, sexual misconduct and abuse of power cannot be tolerated in any workplace as these weaken team spirit and create an unhealthy and toxic environment.

All employees, artists, cultural workers, trainers, participants, volunteers or anyone involved in our activities have to be able to work in a safe and respectful workplace and must be aware of the relevant procedure to follow when becomes necessary to report, without fear of reprisal, cases of harassment, discrimination, violence, sexual misconduct and abuse of power or any other behaviour that contributes to an unhealthy work environment.

(Name of the company) subscribes to this principle, and recognizes for this purpose the following objectives:

* A complaint of this nature will be subject to an immediate investigation, and if the complaint is legitimate, appropriate measures will be taken;
* Everything will be done by the involved parties to treat the complaint in a professional and confidential manner while providing reasonable information to the complainant and the respondent regarding the nature of the allegations, the complaint’s progression, and the resulting settlement or decision.

(Name of the company) has in place a detailed policy for the creation of a healthy and respectful workplace free from discrimination, harassment, and violence; a copy of this policy will be given to every employee, artist, cultural worker, trainer, participant, administrator, volunteer or anyone involved in our activities. This policy is also available through various means (for example, by email from the Executive Director and/or the president, on our Web site, etc.). Please refer to it throughout your involvement with our company.

\_\_\_\_\_\_\_ I confirm that I have read this statement of policy to support a healthy and respectful

(Initials) workplace included.

\_\_\_\_\_\_\_ I confirm that I have received and read the detailed policy for the creation of a healthy

(Initials) and respectful workplace free from discrimination, harassment, and violence, and

 have been given the opportunity to ask questions about it.

\_\_\_\_\_\_\_ I commit to behaving in a manner that ensures a healthy and respectful workplace.

(Initials)