



Safe(r) Workspaces Policy Statement

A safe(r) space is a supportive, non-threatening environment that encourages open-mindedness, respect, a willingness to learn from others, as well as physical and mental safety. The term “safe(r)” espouses an intersectional approach to the term “safe,” acknowledging that what is “safe” shifts depending on one’s various identities and positionalities. It is a space that is critical of the power structures that affect our everyday lives, and where power dynamics, backgrounds, and the effects of our behavior on others are prioritized.

Who Does This Apply To?

Generator is committed to providing staff, program participants, program instructors, volunteers, and those who work or learn at Generator safe(r) workspaces. Workspace discrimination, violence, harassment, bullying and other unwelcome behavior are not tolerated. We will take whatever steps are reasonable in the circumstances to protect those in Generator’s workspaces. Everyone is expected to uphold this policy and to work together to create and maintain safe(r) workspaces.

What Is A Workspace?

A workspace, whether physical or virtual, can include but is not limited to an office, stage, dressing room, recording studio, classroom, venue/club, jam session, workshop, residency, rehearsal space, private residence/home studio, hotel room, gallery, social media platform, and communication that involves professional matters.

What Creates Unsafe Spaces?

Some factors that create unsafe spaces include violence, harassment, sexual harassment, discrimination, lack of consent, and unconscious bias. In addition to this policy, the Occupational Health and Safety Act, the Ontario Human Rights Code, and/or the Criminal Code may apply in respect to some of this conduct.

What Is Violence?

The exercise of physical force by one person against another that causes or could cause physical injury. It also includes:

- the exercise of (or attempts to exercise) physical force that could cause physical injury; and
- statements or behaviours that could reasonably be interpreted as threats to exercise physical force that could cause physical injury.

Examples include:

- verbally threatening attacks;
- leaving threatening notes at, or sending threatening emails to, a workspace;
- shaking a fist in someone's face;
- wielding a weapon;
- hitting or trying to hit someone;
- throwing an object at someone;
- sexual violence against someone;

What Is Harassment?

Engaging in a course of vexatious comment or conduct against a person that is known or ought reasonably to be known to be unwelcome.

This may include:

- making remarks, jokes or innuendos that demean, ridicule, intimidate, or offend;
- displaying or circulating offensive pictures or materials in print or electronic form;
- bullying, which may include verbal aggression or insults, calling someone derogatory names, harmful hazing or initiation practices, vandalizing personal belongings, or spreading malicious rumours;
- repeated offensive or intimidating phone calls or emails; or
- sexual harassment.

What Is Sexual Harassment?

Engaging in a course of vexatious comment or conduct against a person because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome; or making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the subject, and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

This may include:

- rough or vulgar humour or language related to sexuality, sexual orientation or gender;
- displaying or circulating pornography, sexual images, or offensive sexual jokes in print or electronic form;
- leering or inappropriate staring;



- invading personal space;
- unnecessary physical contact, including inappropriate touching;
- demanding hugs, dates, or sexual favours;
- making gender-related comments about someone's physical characteristics, mannerisms, or conformity to sex-role stereotypes;
- verbally abusing, threatening or taunting someone based on gender or sexual orientation; or,
- threatening to penalize or otherwise punish a worker if they refuse a sexual advance.

What Is Discrimination?

An action or a decision that treats a person or a group badly for reasons such as their race, age, or disability. These reasons, also called grounds, are protected under the Ontario Human Rights Code and include: race, ancestry, place of origin, colour, ethnic origin, citizenship, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability.

This may include:

- An employer assigns their employees weekend shifts without recognizing that some employees observe the Sabbath and cannot work on those days. This may be a case of discrimination based on the grounds of religion.
- An employer's physical fitness requirements are based on the capabilities of an average 25 year old, instead of being based on the actual requirements of the job. This may be a case of discrimination based on the grounds of age.
- A female employee with an excellent performance record announces that she is pregnant. Immediately, her employer begins to identify performance issues that lead to her dismissal. This may be a case of discrimination based on the grounds of sex.

What Is Consent?

Consent is an important part of a safe(r) workspace, as what is acceptable behaviour for one person may not be for another. Consent is a clear and unambiguous agreement to engage in a particular activity. It is expressed outwardly through mutually understandable words or actions. Consent is reciprocal and free of force.

What Impacts Consent?

- Force, which can be physical, psychological or emotional. Examples include but are not limited to: grabbing, touching, manipulation, stalking, exposing



oneself, holding someone down, using weapons, verbal threats, peer pressure, blackmail, guilt, or coercion.

- Power dynamics, which exist in relationships between employer/employee, instructor/participant, leader/collaborator, director or producer/artist, promoter/artist, manager/artist, artist/audience, etc.
- Abuse of power, which occurs when offenders use their position to control, manipulate or take advantage of someone. Prestige, elder status, institutional clout, or financial power does not grant anyone permission to be abusive.

All members of the Generator community must consider consent in how they are interacting with others in their workspaces.

What Is Unconscious Bias?

Generator is a learning environment. A key part of learning is understanding our biases, and, in particular, uncovering our unconscious biases. Unconscious biases are learned and deeply ingrained stereotypes about people based on traits such as gender, social class, height and weight, race, educational level, disability, sexuality, accent, social status, and job title. These biases influence behavior and affect decision making. Biases may be held by an individual, group, or institution and may have negative or positive consequences. Biases can also be unlearned.

When we are learning about ourselves, we may make mistakes, offend, and/or create conflict. Members of the Generator community assume the best intentions in other members and endeavour to exercise patience and generosity when others are learning. Members are open to learning when unconscious bias is uncovered, allow themselves to be vulnerable, and make space to be corrected and to listen to the outcomes of their behaviour or decisions.

Community Agreement

Each program and each program year will review this policy. In addition to this policy, they will create a Community Agreement that outlines, among many things, what conflict resolution processes will be present and enacted within that group. The Community Agreement will include measures and procedures to help us all create safe(r) spaces, including means of summoning immediate assistance, and ways to resolve conflict, report incidents, or raise concerns.

What Happens When The Workspace Becomes Unsafe?

Sometimes the Community Agreement will not be enough to resolve the issue. In these cases, anyone to whom this policy applies may reach out to those board member(s) who are specifically designated in their program's Community



Agreement. These board member(s) are responsible for responding to and investigating any incidents and complaints. They will respond to all matters that are brought to their attention in a fair and timely manner, respecting the privacy of all concerned as much as possible.

Should you feel you are unsafe, please consult the most current Community Agreement for your program which will include the most current version of this policy.

Review

This is a living document. It is designed to be reviewed at least once each year and may be modified or adapted according to the best information we have available to us at a given time.

Date Implemented:	January 30, 2019
Date of Last Review & Notes on Changes:	March 19, 2021 Copy edits and formatting updates completed by staff
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Sources

We acknowledge that sources of information we drew on to create this policy include: Service Ontario, WorkSafeBC, WeHaveAVoice.org, and SaferSpacesNYC.wordpress.com.

