



# Opera Mariposa Anti-Harassment Policy

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## OUR OBJECTIVE

Opera Mariposa is committed to fostering a safe, supportive and inclusive working environment. We do not tolerate harassment, bullying, violence or discrimination.

We believe that not only is every individual responsible for their own behaviour, but that we at Opera Mariposa have an additional, collective responsibility to create and maintain a respectful and equitable workspace. We believe that through communication, empathy and common sense, we can both prioritize safety, and create an environment that allows everyone to do high-quality work and reach their full creative potential.

## PEOPLE COVERED

This policy applies to all those who have working relationships with Opera Mariposa ("Opera Mariposa Community Members"), including:

- Opera Mariposa artists, production team members and administrators
- Conference and meeting speakers and registered attendees
- Volunteers and interns
- Auditioners and job applicants

## RIGHTS AND RESPONSIBILITIES

All Opera Mariposa Community Members have the right to a working environment free from harassment, bullying, violence and discrimination.

Opera Mariposa Community Members are expected to:

- refrain from engaging in harassment, bullying, violence and discrimination;
- only when it feels safe to do so – intervene if they should witness any incidents of harassment, bullying, violence or discrimination; and
- cooperate with any investigations conducted by Opera Mariposa into incidents of harassment, bullying, violence or discrimination.

Opera Mariposa, as an organization, is responsible for:

- fostering an inclusive working environment free of harassment, bullying, violence and discrimination;
- ensuring that this policy is applied in a timely, consistent and confidential manner; and

- investigating reports of problematic behaviour as necessary; doing so in an unbiased manner; and applying the remedies that may be appropriate to each case.

This policy applies in all situations pertaining to Opera Mariposa, which may include (but is not limited to) rehearsals, meetings and events hosted or presented by Opera Mariposa, as well as electronic communications and social media related to Opera Mariposa.

## PROHIBITED BEHAVIOUR

This policy prohibits **harassment**, including **sexual harassment; bullying; violence;** and **discrimination**.

**Harassment** may include, but is not limited to:

- insulting language or conduct towards others
- threats or intimidation
- unwelcome, distressing or derogatory jokes, innuendo or nicknames
- harmful hazing or initiation practices
- deliberate sabotage or the propagation of malicious rumours
- vandalizing personal belongings
- sustained offensive or disruptive behavior that creates a hostile, toxic working environment

**Sexual harassment** may include, but is not limited to:

- offensive, humiliating or objectifying comments or questions related to a person's gender, physical characteristics, sexual orientation or sexual history
- sexually offensive or suggestive remarks, questions, jokes or innuendo
- leering or inappropriate staring
- demands for dates or propositions of physical intimacy
- unwanted physical contact
- sending or displaying sexually explicit materials, e.g. through graffiti or electronic means
- any sexual comments or behaviour that could be interpreted as coercive, or as putting sexual conditions on a person's opportunities or advantages

**Bullying** is defined as repeated aggression or harassment conducted by an individual or group against others. Such aggression may be written, oral, or physical, and may also occur by electronic means.

**Violence**, for the purposes of this policy, includes the use of force, such as hitting, shoving, kicking or throwing objects, as well as inciting other individuals or a group to do physical damage or harm

**Discrimination** is defined as unequal treatment, whether denying fair benefits or imposing undue burdens, on the basis of:

- race
- skin colour
- ancestry
- place of origin
- religion
- marital status
- family status
- disability
- sex
- sexual orientation
- gender identity
- gender expression
- age
- perception that one of the above applies
- association or relationship with someone identified by the above

These lists are not exhaustive, and we recognize that harassment, bullying, violence and discrimination can take many forms. Additionally, Opera Mariposa does not tolerate behavior that involves:

- interfering with or obstructing an investigation under this policy
- retaliating against an individual for reporting harassment, bullying, violence or discrimination
- knowingly making unfounded reports of problematic behaviour with the intent to cause harm

## REPORTING

We encourage everyone to reach out about any instances of inappropriate conduct, and to encourage their peers to do the same. We hope to create a culture where people feel able to address issues either in the moment, or via the avenues outlined below:

- If you feel safe doing so, we encourage you to in directly address concerns with the individual(s) involved, whether in person or in writing.
- If you do not feel safe doing so, or if you are unable to resolve the matter, please contact the project director, stage manager or moderator as may be applicable, or directly contact Opera Mariposa. Incident reports can be submitted confidentially, and we encourage everyone to come to us with any concerns you may have. If you are uncertain whether an incident or situation warrants a report, we encourage you to reach out - if something is bothering you or if it gives you pause, it's something we want to know about. You can contact us in the following ways:
  - Via email at [info@operamariposa.com](mailto:info@operamariposa.com) with the subject line "Incident Report" (note: this email is checked by general manager Stephanie Ko; information is shared with co-founders Jacqueline Ko and Robin Hahn)
  - Using our [anonymous online contact form](#)
- Additionally, any union or non-union artist working under an Equity contract can reach out to the 24/7 bilingual HAVEN Helpline at 1-855-201-7823 if they have experienced inappropriate conduct from an Equity artist. Learn more about this avenue through the [HAVEN Helpline webpage](#).

## INVESTIGATIONS

When Opera Mariposa receives a report of problematic behaviour, we may conduct an investigation, which will be done in the manner most appropriate to the unique nature of each case. The scope and course of an investigation will depend on specific circumstances, but may potentially include:

- Discussion with the complainant (if a meeting is required, whether in-person or online, the complainant is welcome to be accompanied by a friend or advocate)
- Discussion with the person or persons about whom a report has been made
- Discussion with any witnesses identified by either party
- A request that a person making verbal allegations put their allegations in writing
- The creation of written records regarding the investigation

Investigations will always take into account complainants' wishes to protect their privacy and anonymity, both when they make a complaint, and throughout an investigation. It should be noted that if a complainant does not provide their identity or contact information when making an incident report, Opera Mariposa will not be able to contact them, and may not be able to fully enforce all aspects of this policy.

Where appropriate, the results of the investigation will be discussed with the affected parties, and Opera Mariposa will determine what (if any) actions may be warranted in response. Opera Mariposa Community Members found to have violated the terms of this policy may be subject to disciplinary action. This may include, but is not limited to: a reprimand or warning; the requirement to give an oral or written apology; the requirement to take part in anti-bias or anti-oppression training before being able to participate in future Opera Mariposa activities; and/or dismissal from a project or production.

Nothing in this policy should be construed as a substitute for legal advice, nor does anything in this policy restrict any Opera Mariposa Community Members from pursuing formal legal remedies through government agencies or the courts. Opera Mariposa will comply with any request for records or information that is required by law or court order.

## REVIEW AND FEEDBACK

Opera Mariposa will regularly review this policy, and the steps we are taking to minimize harassment, bullying, violence and discrimination. We see our efforts to create a safe work environment as an ongoing process, and we welcome questions and suggestions for improvement. Enquiries and feedback may be addressed to Opera Mariposa by email at [info@operamariposa.com](mailto:info@operamariposa.com).