



# Opera Mariposa Anti-Harassment Policy

A large print version of this document is available on request

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## OUR OBJECTIVE

Opera Mariposa is committed to creating a supportive, inclusive, and oppression-free working environment where people and art can thrive. We believe that not only is every individual responsible for their own behaviour, but that we have an additional, collective responsibility to create and maintain spaces that foster physical, psychological and cultural safety.

We do not tolerate or condone harassment, bullying, violence or discrimination. We are committed to a comprehensive strategy to reduce risks of harm, and to address and document instances of harm in order to better address them.

## 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;
- if it feels safe to do so - intervene should they witness any incidents of harassment, bullying, violence or discrimination (whether through direct [bystander intervention](#), or through reporting the incident and seeking aid from an appropriate person);

- cooperate with any investigations conducted by Opera Mariposa into incidents of harassment, bullying, violence of discrimination.

Opera Mariposa, as an organization, is responsible for:

- fostering an inclusive working environment free of harassment, bullying, violence, and both interpersonal and systemic discrimination
- making Opera Mariposa Community Members aware of Opera Mariposa’s anti-harassment policy
- ensuring that this policy is applied in a timely, consistent and confidential manner; and
- investigating and documenting reports of inappropriate behaviour and incidents of harm, 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. It functions in tandem with other policies and practices, including our accessibility policy, anti-racism policy, and health & safety policies.

## PROHIBITED BEHAVIOUR

**Trigger warning:** references to types of harassment, sexual harassment, bullying, violence and discrimination for descriptive purposes

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

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

- insulting or demeaning language or conduct towards others
- threats or intimidation
- distressing or derogatory jokes, innuendo or nicknames
- harmful hazing or initiation practices
- deliberate sabotage or spreading malicious rumours
- vandalizing personal belongings
- sustained offensive or disruptive behavior that creates a hostile 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 inappropriately suggestive remarks, questions, jokes or innuendo
- leering or inappropriate staring or gestures
- demands for dates or propositions of physical intimacy
- unwanted physical contact
- sending or displaying sexually explicit materials, e.g. through graffiti or by 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. Bullying may be written, oral, or physical, and/or may 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 poor treatment on the basis of personal characteristics such as those protected by the [BC Human Rights Code](#). This includes aspects of someone's identity like race, gender or disability (or the perception that these characteristics apply). Discrimination can take the form of harassment, bullying, or unfair treatment such as unjustifiably withholding benefits or imposing extra burdens.

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 inappropriate 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:

- Only 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, moderator, stage manager or supervisor as may be applicable, or directly contact the Opera Mariposa administrative team. Incident reports can be submitted confidentially, and we encourage everyone to come to us with any concerns you may have. If you aren't sure whether an incident or situation warrants a report, we encourage you to reach out - if something is bothering you in any way, 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 inappropriate behaviour, we will 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:

- Further discussion with the complainant (in the event a meeting is required, 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
- Review of relevant policies, procedures and/or practices
- The creation of written records regarding the investigation

Investigations will always take into account if a complainant 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 corrective action. This may include, but is not limited to:

- a verbal or written warning or reprimand
- the requirement to give an oral or written apology and commitment to improvement
- the requirement to take part in training (such as anti-oppression training) before being able to participate in future Opera Mariposa activities
- role transfer or reassignment of certain responsibilities
- 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 other remedies through unions, 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 safer 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), or via [this anonymous contact form](#).