

RESPECTFUL WORKSPACE STATEMENT

Equity and PACT have two options for delivering messaging as part of Equity's Not In Our Space! anti-harassment campaign. Below is a scripted statement followed by a second option which includes a checklist that should be referred to as part of a less formal presentation.

Scripted Statement

Engager:

The Professional Association of Canadian Theatres and Equity are committed to the pursuit of respectful workspaces and support for those who have experienced or witnessed toxic behaviours. We will not put up with conduct that is meant to undermine the dignity or self-esteem of an individual, or which creates an intimidating, hostile or offensive environment. Artists and engagers must speak up against harassment and stand together in addressing problems when they arise.

My colleagues and I are being trained to support you and are familiar with our company's anti-harassment policy. Please reach out to us if you experience or witness questionable behaviour.

Equity Rep:

Not In Our Space! is an anti-harassment campaign developed by Equity and fully supported by PACT. It is focused on improving working conditions for Equity members. The materials that have been produced can help you in recognizing the different forms of harassment. Harassment may be obvious but more frequently takes the form of subtle actions.

Remember that by looking out for each other, we can tackle uncomfortable situations when they arise. We can also direct you to support personnel. Our contact information is available to all of you.

Equity has specially trained staff members who can provide confidential assistance and options for dealing with difficult situations – they are called **RESPECTFUL WORKSPACE ADVISORS (RWA)**. If you want a second opinion or advice, feel free to call the office and ask to speak with an RWA. Equity also has campaign materials available on its website. Just look for the Not In Our Space! logo.

Engager:

The contact information for all of us is found on the call-board close to a copy of [Name of Theatre]'s anti-harassment policy as well as the *Equity Respectful Workspace Policy*. Once the Equity deputy on the production has been determined, their contact details will also be available. We encourage you to reach out to the individual that you are most comfortable with should you experience or witness unwelcome behaviour. Thank you for being an integral part of this cultural shift. Together we will make our production workspaces, respectful spaces.

Informal Statement - (First Day Talk - Checklist)

<input type="checkbox"/> Introduce management contact and Equity representative
<input type="checkbox"/> Allow about 10 minutes for both the management contact and Equity representative to address cast
<input type="checkbox"/> Determine the points that management and Equity representative want to cover
<input type="checkbox"/> Explain that Not In Our Space! is an anti-harassment campaign supported by both Equity and PACT which emphasizes collective responsibility*
<input type="checkbox"/> Discuss the need to look out for each other as witnesses and subjects
<input type="checkbox"/> Encourage people to approach management when there is a concern*
<input type="checkbox"/> Point out where the company's anti-harassment policy is located
<input type="checkbox"/> Emphasize the importance of Equity Respectful Workspace Advisors(RWAs) and their roles in supporting professionals working under Equity agreements*
<input type="checkbox"/> Explain that RWAs provide an objective second opinion and can direct people to resources*
<input type="checkbox"/> Suggest that everyone check out the Not In Our Space! materials provided by the venue and on the Equity website at www.caea.com
<input type="checkbox"/> Ensure that poster, bookmarks and Equity's <i>Respectful Workspace Policy</i> are displayed
Notes:

*Make sure these points are covered in the presentation.

