

VANCOUVER LATIN AMERICAN FILM FESTIVAL

Anti-Harassment Policy and Procedures

Date created: September 1, 2021

Policy Statement

VLAFF is committed to fostering a harassment-free workplace where all employees are treated with respect and dignity.

The *Canadian Human Rights Act* protects employees from harassment based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability, or pardoned conviction.

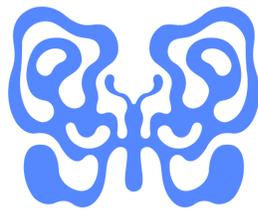
Harassment at VLAFF is not tolerated. Employees who are found to have harassed another individual may be subject to disciplinary action. This includes any employee who:

- Interferes with the resolution of a harassment complaint;
 - Retaliates against an individual for filing a harassment complaint; or
 - Files an unfounded harassment complaint intended to cause harm.
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Application

This policy applies to all current employees of VLAFF, including full-time, part-time, casual, contract, permanent, and temporary employees. It also applies to job applicants.

This policy covers all behaviour connected to work, including off-site meetings, training sessions, and business trips.



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Definitions

Harassment includes:

- Offending or humiliating someone physically or verbally;
- Threatening or intimidating someone; or
- Making unwelcome jokes or comments about someone's race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability, or pardoned conviction.

Sexual harassment includes:

- Offensive or humiliating behaviour related to a person's sex;
- Behaviour of a sexual nature that creates an intimidating, unwelcome, hostile, or offensive work environment; or
- Behaviour of a sexual nature that could reasonably be perceived as placing sexual conditions on a person's job or employment opportunities.

Responsibilities and Expectations

VLAFF is responsible for:

- Providing all employees a harassment-free workplace.

The Festival Manager is responsible for:

- Ensuring this policy is applied in a timely, consistent, and confidential manner;
- Determining whether harassment allegations are substantiated; and
- Determining and implementing appropriate corrective action when necessary.

The Board of Directors is responsible for:

- Administering this policy;
- Reviewing the policy annually (or as needed); and
- Making necessary adjustments to ensure it meets organizational needs.



Festival Key Staff are responsible for:

- Fostering a harassment-free work environment and modelling appropriate workplace behaviour;
- Communicating the complaint and investigation process to employees;
- Acting promptly upon becoming aware of a harassment situation—even if no formal complaint is made;
- Taking appropriate interim measures during investigations, such as separating involved parties; and
- Handling all harassment issues with sensitivity and confidentiality.

Employees are responsible for:

- Treating others with respect in the workplace;
- Reporting harassment to the Board of Directors; and
- Cooperating fully with investigations and maintaining confidentiality.

Employees can expect:

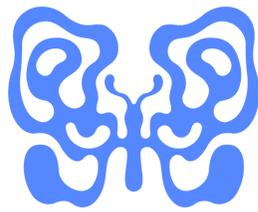
- To be treated with respect;
- That reported harassment will be addressed promptly, confidentially, and effectively;
- A fair and confidential investigation process; and
- Protection from retaliation for reporting or cooperating in an investigation.

Procedures for Addressing a Harassment Complaint

Filing a Complaint

Anyone directly associated with VLAFV may file a complaint by contacting the Festival Manager. Complaints may be verbal or written. Verbal complaints will be documented by the Festival Manager.

Complainants should provide:



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- A description of what occurred;
- The date(s), time(s), and location(s);
- The frequency of the behaviour; and
- Names of any witnesses (if applicable).

Complaints should be made as soon as possible and within one year of the last incident, unless extenuating circumstances apply.

The person named in the complaint will be informed in writing and provided with the details of the allegations.

Every effort will be made to resolve complaints within 14 business days. If delays occur, both parties will be notified with reasons.

If either party believes the policy is not being followed, they should contact the Board of Directors.

Mediation

When appropriate, the parties may be offered mediation before proceeding with a formal investigation.

Mediation is:

- Voluntary and confidential;
- Led by a neutral party agreed upon by both sides; and
- Aimed at finding a mutually acceptable resolution.

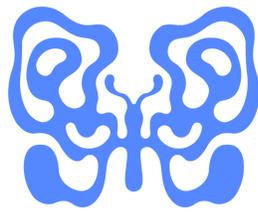
Each party may be accompanied by a support person of their choosing.

Investigation

If mediation is not possible or unsuccessful, an investigation will be initiated. Investigators will have relevant training and experience. An external consultant may be appointed if needed.

The investigator will:

- Interview the complainant, respondent, and any witnesses;
- Allow each person to review and verify their statements; and



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- Prepare a report including:
 - Allegations;
 - Response from the respondent;
 - Witness summaries (if any); and
 - A finding on whether harassment occurred based on the balance of probabilities.

This report will be submitted to the Board of Directors and shared with both parties.

Substantiated Complaint

If the complaint is substantiated, the Board of Directors will determine appropriate actions.

Remedies for the complainant may include:

- An apology (verbal or written);
- Compensation for lost wages or benefits;
- Compensation for emotional harm.

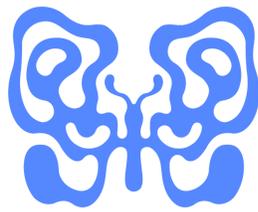
Disciplinary measures for the respondent may include:

- Reprimand;
- Suspension;
- Transfer or demotion; and/or
- Dismissal.

Both parties will receive the decision in writing.

Other Redress

If dissatisfied, an employee may file a discrimination complaint with the Canadian Human Rights Commission.



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Privacy and Confidentiality

All parties are expected to respect the confidentiality of those involved. Discussion should be limited to those directly involved in the complaint process.

VLAFF and all individuals involved will comply with the *BC Personal Information Protection Act* to protect personal information.

Review

This policy will be reviewed annually—or as needed—and revised to ensure it meets the needs of all employees.

Inquiries

Questions about this policy and its procedures can be directed to the Board of Directors. Please contact the VLAFF Board member liaison, Carmen Henriquez, at board@vlaff.org. We will work to fairly investigate and address the situation.