

Health & Safety Policy

The Women In the Director's Chair (WIDC) gratefully acknowledges that we live, learn, work and create on the unceded and traditional territories of Indigenous people. WIDC is committed to sustaining a living, learning, working, and creating environment that is safe and healthy for all, in which all individuals are treated with respect and dignity. WIDC is guided by the Public Health Agency of Canada and other Health Agencies where ever guidelines are stricter. WIDC does not condone behaviour that undermines the dignity, self-esteem, or productivity of any guest, participant or WIDC personnel, whose health and safety are our top priority.

RACISM, HARASSMENT & VIOLENCE

Racism, harassment and or violence of any kind will not be tolerated.

WIDC is ultimately responsible for participant / worker health and safety. We will take whatever steps are reasonable to protect our participants / workers from workplace harassment and violence from all sources, including training, security cameras, an alarm system, and ready access to contact 911 emergency services or equivalent.

Under the terms of this policy, harassment means engaging in a course of vexatious or upsetting comment or conduct against a guest, participant or any person in the WIDC environment – a comment or conduct that is known or ought reasonably to be known to be unwelcome. Harassment may also relate to a form of discrimination as set out in the Canadian Human Rights Code, but it does not have to.

This policy applies to all participants, workers, members, and visitors. Everyone is expected to uphold this policy and to work together to keep the WIDC space or workplace safe and healthy for all. Supervisors, WIDC mentors and managers are responsible for ensuring that measures and procedures are followed by participants and workers and that participants and workers have the information that they need to protect themselves.

This policy is not intended to limit or constrain the reasonable exercise of management functions in the workshop space or workplace.

You are encouraged to report breaches of this policy to the WIDC Programs Producer or their designate. You may also report directly to the President & CEO of Creative Women Workshops Association (CWWA) who is the primary designated investigator for WIDC. If the President & CEO is unavailable, any member of the CWWA Board of Directors may be called upon for assistance, advice, or to act as a designated investigator for WIDC. Contact coordinates for designated investigators are included at the end of this policy statement.

All concerns, complaints, or incidents of harassment or violence in the WIDC environment will be investigated and dealt with in a fair and timely manner while respecting the confidentiality of both complainant(s) and respondent(s).

Nothing in this policy prevents or discourages a guest, participant or any WIDC personnel from filing an application with the Human Rights Tribunal of Canada on a matter related

to Canada's Human Rights Code within one year of the last alleged incident. All WIDC personnel retain the right to exercise any other legal avenues that may be available.

KEY CONTACTS:

If any situation requires professional assistance to attend to medical or safety concerns, **dial 911 or local authorities as posted.**

Otherwise, if you are experiencing or have a health or safety concern of any kind within the WIDC environment, your first level of contact is:

Women In the Director's Chair (WIDC) Program

Dr. Carol Whiteman WIDC Producer / Mentor
Mobile: 778-809-0747
Email: carol@wfdc.ca

Second level of contacts:

Creative Women Workshops Association (CWWA) Board of Directors

Dr. Carol Whiteman	President & CEO
Email:	carol@wfdc.ca
Heather Allin	Board Officer / ACTRA Rep.
Email:	heatherallin@actratoronto.ca itsjustastage@sympatico.ca
Siobhan Devine	Alumnae Rep
Email:	siobhandevine99@gmail.com
Dr. Jules Koostachin	Alumnae Rep
Email:	j_koostachin@hotmail.com
Juanita Peters	Alumnae Rep
Email:	Sanfamilyprod@gmail.com
Rama Rau	Alumnae Rep
Email:	ramarau@gmail.com

Other contact information:

Mailing Address:

CWWA/ WIDC
PO Box 51505, 802 Main St. S., Park Royal
West Vancouver, British Columbia, Canada
V7T 2X9

Toll free: 1-877-913-0747

Mobile: 1-778-809-0747

Web: <http://www.wfdc.ca>

Twitter: [@WIDC_ca](http://www.twitter.com/WIDC_ca)

Instagram: [@WIDC.ca](http://www.instagram.com/WIDC.ca)

Facebook: <http://www.facebook.com/WIDC.ca>

(Last updated October 11, 2023)

Women In the Director's Chair (WIDC) - Creative Women Workshops Association (CWWA) Board of Directors

President & CEO, Carol Whiteman | Board Officer / ACTRA Rep., Heather Allin | Alumnae Reps. Siobhan Devine, Dr. Jules Koostachin, Juanita Peters, Rama Rau