

LES PETITS BALLETS' CODE OF CONDUCT

1.0 Policy

It is the policy of Les Petits Ballets to provide its students and staff with a positive environment to learn and practice the skills and art of dance free from discrimination and harassment. This policy establishes the rules of conduct for members, students and staff of Les Petits Ballets and the process of investigating and handling complaints of improper conduct.

2.0 Definitions

Discrimination - all students and employees have a right to full and equal recognition and exercise of their individual human rights and freedoms, without distinction, exclusion or preference based on race, colour, sex, pregnancy, sexual orientation, civil status, station within the company, age except as provided by law, religion, political convictions, language, ethnic or national origin, social condition, or disability. Discrimination exists where such a distinction, exclusion or preference has the effect of nullifying or impairing such right.

Harassment - any unwelcome conduct, comment or gesture, whether overt or subtle, that is likely to cause offence or humiliation to an individual and create a hostile, poisoned, or threatening environment to work or dance. Harassment can be related to any of the grounds of discrimination prohibited by law detailed in the Discrimination definition above.

Without limiting the generality of the above definition, but for greater clarity, harassment may include:

- a. Verbal or physical abuse, threats, derogatory remarks, jokes, innuendoes or taunts about an employee or a student;
- b. Practical jokes that cause awkwardness or embarrassment;
- c. Invitations or requests of a sexual nature, whether indirect or explicit;
- d. Intimidation, leering or other objectionable gestures;
- e. Unwarranted physical contact such as, patting, pinching, punching, and shoving; or
- f. A breach of the Code of Conduct.

3.0 Responsibilities

It is the responsibility of all students, members and staff to conduct them in accordance with the Les Petits Ballets' Code of Conduct included as Attachment No. 1 to this policy.

It is recognized that some physical conduct may be required to demonstrate proper dance techniques and positions and for the measuring and fitting of costumes. It is the responsibility of the staff to ensure that the touching is appropriate and warranted. Two adults shall be present for the measuring and fitting of costumes.

It is the responsibility of each student, member and employee to immediately report observed or known instances of harassment, discrimination or a breach of the code conduct to a Board Member.

It is the responsibility of the Chairman of the Board to appoint a committee to investigate any allegation of harassment. Legal Council will be appointed to the committee at the discretion of the Chairman of the Board.

It is the responsibility of the Chair of the investigating committee to report the findings of the investigation to the Board of Directors.

It is the responsibility of the Board of Directors to decide on any disciplinary or corrective action arising from a complaint of harassment. It is the responsibility of the Chairman of the Board to ensure that any disciplinary or corrective action is carried out.

For privacy reasons, students should not videotape or take photographs at rehearsals, in class or in dressing rooms except for during open house.

4.0 Procedure

- 4.1 The code of conduct shall be distributed to the students and members annually with the Registration packages. The Code of Conduct shall be given to each employee with each Contract for employment.
- 4.2 Incidents of alleged harassment will be investigated and depending on the findings of the investigation, offenders may be subject to disciplinary action.
- 4.3 All complaints will be taken seriously and handled in a discrete manner to the maximum extent consistent with fair and rigorous enforcement of the policy. No adverse action or retribution of any kind will be taken or tolerated against an individual because he or she reports, in good faith, a violation of this policy.
- 4.4 Allegations of harassment should not be made lightly. Ill-founded, malicious allegations made without reasonable grounds can be cause for disciplinary action. Individuals against whom allegations of harassment have been made will be informed of the complaint against them and will be given every opportunity to explain the circumstances surrounding the complaint before any disciplinary action is imposed, if any.
- 4.5 Following a complaint, a discrete investigation will then take place as promptly as possible. If the potential offender is not a Les Petits Ballets student, member or employee, the Chairman of the Board will deal with the appropriate authorities. The complainant and the alleged offender will be advised of the findings of the investigation and appropriate action will be taken.
- 4.6 Disciplinary action may include, but not be limited to termination of employment, expulsion from the school or suspension of dancing privileges.

Attachment No. 1- Les Petits Ballets' Code of Conduct

ATTACHMENT NO. 1

LES PETITS BALLETS' CODE OF CONDUCT
FOR BOARD MEMBERS, PARENTS
TEACHERS AND STUDENTS

Les Petits Ballets (LPB) is a non-profit, volunteer operated ballets school. It is recognized that learning and practicing ballet requires a great deal of self-discipline and that students have the right to learn in a positive and constructive environment. Students and staff deserve an environment where they feel respected, satisfied, challenged and appreciated. Students, members and staff must contribute to the creation and maintenance of such an environment. It is therefore expected that:

1. Students, members and staff behave and conduct themselves in a professional and respectful manner at all times.
2. Students shall be on time for all classes, rehearsals and performances. Changes to class times and extra rehearsals will be posted weekly on the LPB bulletin board at the Nepean Creative Arts Centre (NCAC).
3. Should it be known or anticipated that a student will be absent or late, parents shall endeavour to advise the instructor by calling (613) 321-3205 or e-mail at info@lespetitsballets.com.
4. Students and instructors shall be treated with respect and courtesy at all times. A student, member or instructor will not, by words or actions, humiliate or subject to ridicule any other student, member or instructor. A student, member or instructor will not yell or speak in a degrading manner to any other student, member or instructor.
5. Students shall not participate in disruptive behaviour either during class or in the change rooms prior to or after class.
6. No one may harass a person on the basis of any ground mentioned in the definition of discrimination as contained in this policy.
7. Students shall be respectful of LPB, NCAC and all public property.
8. Concerns regarding behaviour shall be immediately reported to a Board Member of Les Petits Ballets and investigated promptly.
9. Parents shall be afforded the opportunity to observe classes periodically on a non-interfering basis.
10. Parents shall be afforded the opportunity to have formal discussions with the Director of Dance on an annual basis, regarding the progress of their child.