



## Safer Spaces Policy & Procedures

### Safer Spaces Policy

As an inclusive, innovative, and diverse festival, SkirtsAfire Society is committed to creating a healthy, harassment-free, safer space for everyone involved to work, create, and attend. We welcome all people of all ethnicities, genders, sexual orientations, and abilities.

SkirtsAfire Society (SkirtsAfire) has developed a Policy and Procedures to prevent harassment and violence, and to quickly and effectively respond to any incidents that might occur. This Policy and Procedures are provided to artists and venues along with contracts, and is available on the SkirtsAfire website.

This document will continue to evolve to meet the growing needs of our community. Please direct any questions or concerns to Brienne Jang, and we, or our third party partner, the Sexual Violence Advocacy and Accountability Network (SVAAN) will respond as quickly as we can.

#### **RESPONSIBILITIES**

SkirtsAfire seeks to provide a safe, healthy and rewarding environment for its staff, artists, and audiences. Harassment and violence of any type are not tolerated. Additional responsibilities are below.

#### **A) SkirtsAfire Responsibilities**

All directors, managers, and any person who supervises one or more employees will:

- Comply with this Policy and Procedures
- Take precautions to protect the health and safety of staff, artists, and audiences
- Participate in Sexual Assault Center of Edmonton Bystander Intervention training

#### **B) Venue Responsibilities**

Creating a safer space includes the physical venue. Venues hosting SkirtsAfire events will:

- Comply with this Policy and Procedures
- Take precautions to protect the health and safety of staff, artists, and audiences
- Ensure staff are adequately trained in identifying and responding to inappropriate behaviour

#### **C) Staff, Artists, and Audience Responsibilities**

All staff, artists, and audiences will:

- Treat the venue, staff, artists, and other audience members with respect
- Report cases of harassment or violence to a member of the SkirtsAfire team (see contacts below)



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## Safer Space Procedures

### REPORTING PROCEDURES

If you experience or witness harassment or violence please report it when safe to do so to a member of the SkirtsAfire team at:

- Festival Coordinator | Sarah Huffman | 780 953 1428 | [coordinator@skirtsafire.com](mailto:coordinator@skirtsafire.com)
- Managing Director | Brianne Jang | 780 994 7288 | [manager@skirtsafire.com](mailto:manager@skirtsafire.com)
- Artistic Director | Annette Loiselle | 780 660 8120 | [director@skirtsafire.com](mailto:director@skirtsafire.com)
- Board President | Deb Kondysar | 780-916-9263 | [deb.kondysar@gmail.com](mailto:deb.kondysar@gmail.com)
- Board HR Committee Chair | Lana Anderson | 587-985-2526 | [anders.skirt@gmail.com](mailto:anders.skirt@gmail.com)

#### **A) If You Experience Harassment or Violence**

If you experience harassment or violence:

1. Tell the person that their behaviour is unwelcome and ask them to stop.
2. Keep a record of incidents (*date, times, locations, possible witnesses, what happened, your response*). You do not have to have a record of events in order to make a complaint, but a record can strengthen your case and help you remember details.
3. Make a complaint. If, after asking the person to stop their behaviour, the harassment continues, report the problem to a member of the SkirtsAfire team listed above.

You also have the right to contact the Alberta Human Rights Commission to make a complaint of sexual harassment and you can report any incident of assault that has occurred to the police.

#### **B) If You Witness Harassment or Violence or Someone Discloses to You**

If you witness harassment or violence or someone discloses an incident of harassment or violence to you:

##### **1. Respond to the Situation**

If you are able and feel safe to do so you can:

- A. Address the situation head-on and address the problematic behaviour. Calmly explain your concerns and specify what you'd like the person to do instead.  
*or*
- B. De-escalate the situation by changing the subject.

*If you do not feel able and safe to address the situation, get someone else involved and move on to Step 3. Report the Problematic Behaviour to a SkirtsAfire Team Member.*



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### 2. Support the Survivor

Respond with compassion and support. Ask how you can help, and request the survivor to accompany you in reporting the problematic behaviour to SkirtsAfire.

### 3. Report the Problematic Behaviour to a SkirtsAfire Team Member

Describe what happened, who was involved, and any actions that were taken.

## INVESTIGATION PROCEDURES

If a member of the SkirtsAfire team witnesses or is informed of harassment or violence they will:

1. Respond with compassion and support. Ask how you can help, and explore options and supports with the survivor.
2. Keep all complaints strictly confidential within the organization, unless otherwise discussed with the survivor (*e.g. reporting to the police*).
3. Once the survivor is in a safer space, gather information about what happened and determine next actions. This may include removing a person from the venue or organization, for the remainder of the event, festival, or indefinitely. In some cases, a third party may be employed to assist in determining next actions.
4. The survivor, the person with the problematic behaviour, and any witnesses may be interviewed.

## Definitions

Harassment and violence of any kind are not tolerated at any SkirtsAfire events or festivals. Types of harassment and violence are defined below.

*Harassment* is any unwelcome verbal or physical conduct that a person knows or should reasonably know will cause offense or humiliation.

*Violence* is the threatened, attempted, or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm.

*Sexual harassment* is any unwanted sexual behavior.

*Sexual assault* is any form of sexual contact without voluntary consent.

*Sexual violence* is an umbrella term that refers to any form of non-consensual sexual behaviour.