

## Creating a Culture of Care

Touchstone Theatre is committed to fostering a working environment which is free from any form of harassment, bullying, or discrimination. We value a workplace which honours each person's individual humanity, and we seek to maintain a supportive space for all. We are committed to actively including all peoples regardless of their age, culture, abilities, ethnic origin, gender, gender identity/expression, sexuality, nationality, race, religion, education, and socioeconomic status.

Everyone who is employed by Touchstone Theatre or engages with us is expected to be considerate and respectful of others. Our aim is to set a high standard of communication which will be carried forward to our community, creating a more caring and creative environment in which to work. One where we are all able to hold space for each other to show up authentically and bravely.

It is important that all individuals remain mindful of, and take responsibility for their speech and behaviour in and out of the workplace so as not to shut down effective discussion and other perspectives.

### **This may look like:**

- respecting everyone's pronouns, and not making assumptions about another's identity or experiences, and acknowledging the intersectional nature of people's identities
- not pressuring someone to disclose more information than they feel comfortable disclosing
- asking respectful questions when there is something you do not understand
- not using words or phrases that are racist, sexist, homophobic, classist, cissexist, transphobic, or ableist
- practicing active listening
- suggesting alternate speech acts/behaviors to those you find intrusive or offensive, if you feel comfortable doing so
- maintaining respectful behavior at work-related events (e.g. Opening night receptions, closing parties, etc.)

At Touchstone we aim to hold space for everyone to define and communicate their identities in whatever way they choose, and we encourage everyone to develop an awareness of their own blind-spots when it comes to different forms of privilege, and of their own preconceptions.

If you witness or are on the receiving end of any form of inappropriate behaviour or speech (including but not limited to the examples discussed above), please feel free to address the situation directly if you are comfortable doing so. If not, please reach out to any Touchstone staff member and we will help you address the situation. If you feel uncomfortable taking your concern to a staff member for any reason, please contact our Board President via email at [boardpresident@touchstonetheatre.com](mailto:boardpresident@touchstonetheatre.com). We ask that you refrain from any kind of public shaming in person or through social media, as this has the potential to shut down necessary dialogue.

We endeavour to create an environment of deep care and respect the artists and creative team members who engage with us. Artists are encouraged to communicate with Touchstone staff about their needs and about their experience with this initiative so we can continue learning how to best support those we work with. Our goal is to ease the burdens the artist may experience that impact their wellness and ability to fully participate in their practice.

**Types of support available:**

- Counselling support: we can connect the artist with a counsellor
- Scheduling modifications: we will make every effort to accommodate a request to be absent from a call when emergencies arise ie. emergency family care, mental health concerns, etc.
- Workplace accommodations: we will make every attempt to provide accommodations such as equipment specific to an artist's needs
- Childcare subsidies: if the cost of childcare during an engagement is a barrier to an artist participating, a childcare subsidy may be discussed at the time of contracting
- Conflict resolution: if an artist requests help in resolving a conflict with other creative team members during an engagement, we can provide facilitation to resolve said conflict
- Unique support based on artist needs: artists are welcome and encouraged to communicate with Touchstone about their unique situations and needs as we continue to learn how to best support and uplift artists during the creative process

**Touchstone will:**

- Let artists know about available funds for the above initiatives at the time of contracting
- Be public about the fund so artists know we are a safe workplace and feel comfortable and welcome to come to us with their needs
- Make every effort to assist artists and creative team members within our limited budget. This fund is not intended for Touchstone staff members.

Thank you for honouring Touchstone's commitment to creating a productive space for all.