



Code of Conduct

Moment Theatre Collective / Collectif de Théâtre Moment

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1. Our commitment

Moment Theatre Collective (MTC) is committed to providing safe, respectful, and inclusive spaces for everyone who works with us. Theatre asks people to be vulnerable, to take creative risks, and to trust the people around them. That only works when everyone is treated with dignity and feels secure. We do not tolerate harassment, discrimination, bullying, or violence of any kind.

2. Who and where this applies

This Code applies to everyone involved in an MTC activity: board members, Creative Directors, the Marketing Manager, directors, playwrights, performers, designers, stage managers, technicians, volunteers, contractors, and guests.

It applies in every setting connected to our work, including auditions, readings, rehearsals, production meetings, performances, load-in and load-out, online and written communication, and social events tied to a production or the organization.

3. What we expect

- Treat everyone with respect, courtesy, and professionalism.
- Communicate directly and honestly, and give and receive feedback constructively.
- Respect personal and physical boundaries at all times.
- Honour the creative process, including the roles, decisions, and authority agreed for each production.
- Keep our shared spaces safe: report hazards, follow safety direction, and look out for one another.
- Speak up if you see something wrong, and support anyone who raises a concern.

4. What is not acceptable

The following will not be tolerated:

- **Harassment** of any kind, meaning unwelcome conduct, comments, gestures, or displays that a reasonable person would find degrading, intimidating, or offensive.
- **Sexual harassment**, including unwelcome advances, requests for sexual favours, sexualized comments, or unwanted physical contact.
- **Discrimination** based on race, colour, sex, gender identity or expression, sexual orientation, pregnancy, civil status, age, religion, political convictions, language, ethnic or national origin, social condition, or disability (including any means used to palliate a disability), consistent with the Quebec Charter of Human Rights and Freedoms.
- **Bullying or abuse of power**, including repeated hostile conduct, public humiliation, or using a position of authority to intimidate or coerce.
- **Violence or threats**, physical or verbal, and any conduct that makes someone fear for their safety.
- **Retaliation** against anyone who reports a concern in good faith or takes part in addressing one.

5. Consent and physical contact

Any physical contact in our work, including staged contact, intimacy, fights, or lifts, requires clear and ongoing consent. Contact is planned, agreed in advance, and can be paused or withdrawn at any time by anyone involved, without penalty. No one is expected to perform contact they have not agreed to. Where a production involves intimate or physically demanding staging, the production team will establish and respect a clear process for choreographing and consenting to it.

6. Reporting a concern

If you experience or witness behaviour that breaches this Code, you can raise it. You do not need to be certain or to have proof to report a concern.

Within MTC, contact the President or the Vice-President, or email info@momenttheatre.ca. If your concern involves the President or Vice-President, you may bring it to the other officer or to any other member of the Board of Directors. We will not require you to confront the person involved in order to be heard.

You may bring a support person with you at any point in the process.

7. How we respond

- **Acknowledgement.** We will acknowledge a report promptly and explain the next steps.
- **Confidentiality.** Information is shared only with those who need it to address the matter. We will be clear with you about any limits to confidentiality, including where we are legally required to act.
- **Review.** We will look into the concern fairly, hear from those involved, and keep the people affected reasonably informed.
- **Outcome.** Depending on the findings, outcomes may range from a facilitated conversation or a documented expectation, to removal from a production or activity, to ending a participant's involvement with MTC. Serious matters may be referred to the appropriate authorities.
- **No retaliation.** Anyone who reports or takes part in good faith is protected from retaliation. Retaliation is itself a breach of this Code.
- **Review of a decision.** If you are directly affected and believe the process was unfair, you may ask the Board of Directors to review the decision.

8. Shared responsibility

Everyone is responsible for upholding this Code, not just those in charge. Looking out for one another, naming problems early, and supporting people who come forward are part of what it means to work with MTC.

Acknowledgement

By signing below, I confirm that I have read and understood the MTC Code of Conduct, that I have had the chance to ask questions about it, and that I agree to follow it for the full duration of my involvement with Moment Theatre Collective.

Name _____

Role / Production _____

Signature _____

Date _____