

We respectfully acknowledge and recognize that the work of the SAFMS takes place on the unceded traditional territory of the Secwepemc Peoples.

OVERVIEW

SAFMS believes that qualified and dedicated human resources contribute to the innovative development and growth of the organization.

The SAFMS subscribes to the Human Rights Code of British Columbia.

SAFMS is firmly committed to creating a positive work environment for all Employees, Board members, sponsors, contractors, volunteers, artists, and patrons by ensuring that **equality, diversity, cultural safety, and inclusivity** policies are implemented in all its forms at all organizational levels - throughout all programs, policy formulation, and decision making. Further information can be obtained from the following website.

https://www.employerline.ca/bc/employer-advice/human-rights-code/?gclid=CjwKCAiAs92MBhAXEiwAXTi25wH2ZfvtahsTZ9tV_YfMFUF5Hu6avHOF-8sJy2N8XNZOLJ6rvwFDqhoCfEcQAvD_BwE

Recognition of the rights of all individuals to receive mutual respect, and acceptance of others without biases based on differences of any kind.

SAFMS will introduce new employees to the office, office staff, and office procedures at the beginning of the work term. The intent is to provide each employee with a rewarding work experience at our non-profit organization and our events.

OPEN-DOOR

As a member of the SAFMS, staff, volunteers, all human resources are one of most important assets. SAFMS will strive to keep the lines of communication open. Should you have any questions or concerns, please use our open-door policy. All matters discussed will be considered confidential. To express a comment or concern, you may speak with your immediate supervisor.

If you do not feel comfortable discussing your concerns with an immediate supervisor please contact a senior staff member.

CULTURAL SAFETY

Cultural safety is an outcome based on respectful engagement that recognizes and strives to address power imbalances, resulting in an environment free of racism and discrimination, where people feel safe. Cultural humility is a process of self-reflection to understand personal and systemic conditioned biases and develops and maintains respectful processes and relationships based on mutual trust. Cultural humility involves humbly acknowledging oneself as a life-long learner when it comes to understanding another's experience.

To further the goals of this policy and ensure implementation SAFMS

- Adopts and will implement cultural safety and humility into its environment and will consider an indigenous-led approach to further enhance our relationship with our indigenous communities.
- Is committed to providing a harassment-free space for everyone, regardless of sexual orientation, gender, gender identity, disability, physical appearance, age, language, race, ethnicity, nationality, religion, socioeconomic status, or otherwise.
- Acknowledges that sexualized and gender-based violence is a pervasive and widespread issue. We recognize that there is much work to be done to address, respond, and prevent sexualized violence in our community and to build a safer environment for everyone.

SAFMS does not tolerate harassment or discrimination of patrons, artists, volunteers, affiliates, board or staff in any form. Anyone who violates this policy may be banned from our event spaces at the discretion of our event supervisor(s) and/or our event support team. This policy applies to all SAFMS spaces and programs including our events and concert series.

Such behaviors include, but are not limited to:

- Offensive, derogatory, threatening, aggressive, or silencing comments related to gender, gender identity and expression, sexual orientation, disability, physical appearance, age, language, body size, race, ethnicity, nationality, religion, socioeconomic standing, or otherwise
- Violence, intimidation, stalking, or unwanted following of a person
- Persistent micro-aggressions in the form of comments, jokes, or otherwise
- Inappropriate physical contact without consent
- Unwelcome sexual attention
- Advocating or encouraging any of the above behavior

DISCLOSURE

All disclosures, anonymous or otherwise, are investigated, discussed, and reviewed by the on-site organizers before action is taken. Any actions and cases will not be discussed publicly. Make it known to the person(s) involved that their behavior is not wanted and ask them to stop.

Report an incident to a staff member, or an event support volunteer.

If immediate action is required at an event SAFMS will seek out the venue security volunteers/employees, provide an escort, call a taxi, contact police as required, or assist in any other way. Any in-person conversations will be held in confidence. Any reports will be handled privately and will be acted upon. Anonymous reports limit our ability to follow up directly and can impact the investigation process and outcomes. However, SAFMS organizers will investigate and take all anonymous reports seriously.

DIVERSITY, EQUALITY AND INCLUSIVITY

SAFMS promotes equality of opportunity by seeking to remove barriers, eliminating discrimination and ensuring equal opportunity and inclusivity for all groups of people.

Diversity

SAFMS accepts each person as an individual.

We will ensure that no job applicant or employee receives less favorable treatment on the grounds of sex, race, color, nationality, disability, ethnic or national origins, class, and marital status, and civil status, sexual orientation, gender re-assignment, age, and trade union activity, political or religious belief. Applications from Deaf and disabled people are welcome.

Selection criteria and procedures will be kept under review to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. Advertising style and recruitment methods are reviewed regularly and improved as needed.

Discrimination and harassment not only have a negative effect on our employees and the society, it is a violation of the law. Even when meant as a joke, discrimination or harassment is derogatory and humiliating and presents a poor image of the society.

“Discrimination and Harassment” means comments or conduct pertaining to an individual’s race, ancestry, place of origin, religious or political beliefs, citizenship, creed, gender, sexual orientation, age, record of offences, marital status or people with physical and mental conditions, that a reasonable person would find to be insulting, intimidating, or embarrassing and which ought to be known by an individual or group of individuals to be unwelcome.

All Employees, Board members, contractors and volunteers are expected to conduct themselves in a professional and businesslike manner at all times and not engage in or condone discrimination and harassment. Inappropriate comments or conduct, sexual, racial, age, gender or similar types of jokes, male or female pin-ups or unwanted sexual advances (e.g. Derogatory comments, exclusion, touching, staring, assault, teasing, asking for dates, phone calls, comments about a person’s appearance) will not be tolerated.

Encouraging and giving a platform to artists and staff to create exciting, responsive and diverse work is at the heart of SAFMS’s purpose.

Ensuring that we are diverse and **inclusive** are some of the core strategic aims, led by the SAFMS staff, with support from the Board of Directors. All of the core processes and policies are driven by the aspiration to be an inclusive place of opportunity for all, particularly those who have historically been excluded.

SAFMS’s mission is to build a team that represents the community we work in; encompassing diversity in race, ethnicity, faith, disability, gender, sexuality, class, and economic disadvantage.

Diversity will be a key consideration in artistic and organizational planning in both the short and long term, and all staff is encouraged to take responsibility for furthering the aims defined in this document within their own areas, departments and responsibilities.

SAFMS embraces diversity of experience and thought, and seeks to cultivate leaders, as well as entry level opportunities.

SAFMS looks outside of the arts to encourage applicants from other sectors whose perspectives and systems can promote change and make the society better.

SAFMS will review, refresh and revise its recruitment procedures and practices to ensure we are reaching, attracting and appointing a workforce and volunteer team who will bring diversity of background, experience and work-based skills to the workplace.

AUDIENCE DEVELOPMENT AND PUBLIC ENGAGEMENT

SAFMS will

- Foster a culture of attracting new audiences while encouraging repeat attendance.
- Seek to broaden our local, national and international reach, using digital strategies alongside traditional marketing and personal contact, reaching out to all sections of our society.
- Collect and analyze data and get to know our audiences.
- strive to make our building and our performances as accessible as possible and audit this regularly.
- Strive to be open, friendly and welcoming and provide an environment in which audiences, artists, staff, volunteers come together to make and experience the best of live performance.

PARTNERSHIPS AND COLLABORATIONS

SAFMS is committed to a culture of collaboration; embracing partnerships and working relationships which enrich both our artistic program and our operational approach.

GOVERNANCE AND BOARD DEVELOPMENT

SAFMS is committed to create a Board which that is skilled, supportive and engaged as well as diverse to support and lead the organization.