

Royal City Musical Productions Inc.

Policies

Contents

- Babes in Arms Policy 2
- Budget Adherence and Amendment Policy 3
- Cast Member Policy 4
- Code of Conduct and Confidentiality Policy 6
- Committee Member Attendance Policy 9
- Complimentary Tickets Policy 10
- Payment of Honoraria - 2006..... 11
- Membership Policy 12
- Minor Members Policy..... 16
- Private Party Policy 17
- Proxy Policy 18
- Vulnerable Sector Protection Policy 21

Babes in Arms Policy

1 Purpose

- 1.1 The intent of this policy is to try to ensure a performance atmosphere that is conducive to the enjoyment by the general public of the shows that RCMPI produces.

2 Policy

- 2.1 RCMPI does not permit babes in arms to any of its performances.

3 Implementation

- 3.1 All exceptions are at the sole discretion of the Board of RCMPI and may be granted or refused without prejudice.
- 3.2 The Board is not required to provide justification for its decision but is required to consider the impact on all patrons when granting an exception.
- 3.3 The Board of RCMPI may make general exceptions to this statement for shows that are particularly appropriate for young children.

4 REVIEW

- 4.1.1 This policy will be reviewed bi-annually.

Budget Adherence and Amendment Policy

1 Purpose

- 1.1 To outline procedures for the review of revisions to an approved budget for specific jobs and/or operations managed, undertaken, or overseen by Royal City Musical Productions Incorporated and its Board of Directors.

2 Policy

- 2.1 It is the policy of RCMPI to adhere to the predetermined yearly operational budget as closely as is possible.

3 Implementation

- 3.1 The yearly operational budget approved by the RCMPI Board of Directors for a job or operation will be entered and maintained electronically by the acting Treasurer or designated official. The Treasurer or designated official will issue cheques as requested by appropriate delegates of RCMPI. Expenditures against current and active jobs or operations will be reviewed item by item upon data entry.
- 3.2 It is the responsibility of the delegate requesting funds to provide information as requested by the Treasurer as to the nature of the expenditure. It is the responsibility of the Treasurer to confirm that the expenditure falls within the parameters of the approved budget.
- 3.3 If the request falls within the parameters of the approved budget, the Treasurer or official will issue the cheque and enter the expenditure as outlined above. If the request falls outside of the parameters of the approved budget, the specific expenditure must be reviewed and approved by one of either the President or Vice- President. It is the responsibility of the Treasurer to initiate the review by contacting the President and Vice-President regarding the proposed budget revision.
- 3.4 Upon approval of the revision to the budget the Treasurer will issue the cheque as requested and enter the expenditure as outlined above. If the revision to the budget is not approved, the Treasurer will inform the delegate of the refusal to revise the budget and a cheque will not be issued.
- 3.5 The approved budget is provided to the Production Team of each show by the Production Coordinator on behalf of the Board of Directors before contracts are signed. If the intent of the Production Team is to significantly reallocate any of the line items or to exceed the total amount allocated to the production, Board approval is required.

4 REVIEW

- 4.1.1 This policy will be reviewed annually.

Cast Member Policy

1 Purpose

- 1.1 To provide guidance on the requirements for participation as a Cast Member in an RCMPPI production.
- 1.2 RCMPPI is a volunteer organization that relies on the contribution of many for its ongoing operation. The success of a show is dependent on efforts that go beyond the scope of the work of the production team. Each show must call upon the assistance of its cast in order to achieve many of its financial, logistical, and publicity goals.

2 Policy

2.1 Cast Fee

- 2.1.1 The cast fee is set by the Board for each show and is only applicable to cast members.
- 2.1.2 The Board may choose to implement a declining cast fee for each additional family member in a given show.

2.2 Volunteer Hours

- 2.2.1 The number of required volunteer hours is set by the Board for each show and is only applicable to cast members.
- 2.2.2 The minimum volunteer hours must be completed by each cast member, or an agent on their behalf.
- 2.2.3 The volunteer hour commitment is secured by a \$50 deposit.
- 2.2.4 Cast members must meet the minimum requirement to have their deposit returned. There will be no pro-rating of contribution.
- 2.2.5 If a cast member would prefer to pay the \$50 and forgo volunteering, the Administration or Production Coordinator should be informed as soon as possible.
- 2.2.6 Cast members are encouraged to continue volunteering past the minimum requirement.

3 Implementation

3.1 Exemptions

- 3.1.1 The Board of Directors may choose to waive all or part of the cast participation fee or volunteer deposit for an individual if that individual is unable to pay the required fee/deposit due to financial hardship.

3.2 Collection of Fees / Deposits

- 3.2.1 The cast participation fee and volunteer hour deposit will be collected at the first rehearsal.

- 3.2.2 Volunteer hour deposits will be returned at the end of the show, upon completion of the required volunteer hours.

3.3 Volunteer Opportunities

- 3.3.1 Volunteering opportunities will be distributed to the cast over the course of the show; however, neither the Board nor the Production Team will be responsible to guarantee any amount of volunteer opportunity.
- 3.3.2 Volunteer hours will also be rewarded for participation on RCMPI committees and work groups.
- 3.3.3 The Administrative / Production Coordinator will be responsible for approving and tracking volunteer hours, or may consult the Board for a vote on approval of the volunteer activity.
- 3.3.4 Cast members are encouraged to propose their own volunteer contributions, in writing, to the Administrative / Production Coordinator.

4 REVIEW

- 4.1.1 This policy will be reviewed bi-annually.

Code of Conduct and Confidentiality Policy

1 Purpose

- 1.1.1 To outline the expectations of RCMPI members in general as well as specifically for members of the Board of Directors, Committees, Production Teams, or Working Groups.

2 Policy

2.1 Expectations for All Members

- 2.1.1 Members will be respectful and cooperative, and abide by all policies of RCMPI.
- 2.1.2 Members will be respectful of all property, including but not limited to, props, microphones, sound equipment, instruments, costumes, and set pieces.
- 2.1.3 Members will abide by the policies of any meeting, rehearsal, performance, or event venue or facility.
- 2.1.4 Members will not be intoxicated at rehearsals, performances, and official meetings so that they are mentally and physically able to participate.
- 2.1.5 Members will treat other members appropriately and without abuse, bullying, or intimidation. Members will not use indecent, abusive, or insulting words or expressions toward any other member. Members shall not speak or act in a manner that is discriminatory to any individual based on that person's race, ancestry, place of origin, creed, gender, sexual orientation, age, colour, marital status, or disability.
- 2.1.6 Members will abide by the instructions of the Production Team, Board of Directors, Committee Chairs, and Event Coordinators.
- 2.1.7 Members must reflect the values and positively uphold the reputation of RCMPI.

2.2 Expectations on Confidentiality

- 2.2.1 Members must maintain the confidentiality of information in their control.
- 2.2.2 Confidential information includes any information that is not publicly known or readily available to the entire company.
- 2.2.3 If not readily apparent there must be a verbal or written declaration of confidentiality.

2.3 Expectations for Board of Directors

- 2.3.1 All Directors will commit to a high standard of ethics and conduct as they devote their best efforts, skills, and resources in the interest of RCMPI and its members. Directors will perform their duties in such a manner that members' confidence and trust in the integrity, objectivity, and impartiality of RCMPI are conserved and enhanced. To do otherwise would be a breach of the trust which the membership has bestowed upon the Board of Directors.
- 2.3.2 Directors will abide by the expectations for all members.

- 2.3.3 Directors will always hold the betterment of the organization as priority, especially during discussions and voting matters.
- 2.3.4 Directors will declare any conflict of interest, be it real, potential, or apparent, which is not immediately obvious with regard to any matter being discussed in their presence during a meeting.
- 2.3.5 Directors will not abuse their position by suggesting or expecting any special treatment beyond regular members of the organization.
- 2.3.6 Directors will not knowingly take advantage of or benefit from information that is obtained in the course of official duties and responsibilities as a Director.

3 Implementation

- 3.1.1 Members will report inappropriate behaviour or other concerns.
 - **Vulnerable Sector** – Report to the Vulnerable Sector Coordinator.
 - **Show-related** – Report to the Production Coordinator or Stage Manager.
 - **Company concerns** – Direct to a current Board Member.

The concern may be requested in writing to present to the RCMP Board of Directors.

- 3.1.2 Members in violation of this policy may be immediately dismissed from the activity by a Board of Directors designate. The Board of Directors may further review the conduct and may pursue disciplinary action up to and including dismissal from the company.

3.2 Action

- 3.2.1 The President is ultimately responsible for immediate interpretation, application, and enforcement of this policy up to and including suspension of membership privileges.
- 3.2.2 The President of the organization shall ensure that the practice of this policy will be fair, just, and equitable in all situations of interpretation and application.
- 3.2.3 The President shall attempt resolution of the problem with the complainer and the complainant.
- 3.2.4 If this initial attempt at resolution is not successful, the issue will be brought to the Board of Directors. Any affected parties have the right to provide written submissions to the Board of Directors for consideration.
- 3.2.5 The final decision of the Board of Directors shall be delivered in writing to the affected parties.
- 3.2.6 Should the President be the subject of a complaint, the Vice President shall perform the duties normally assigned to the President in this matter.

3.3 Penalties

Penalties imposed for breach this policy include, but are not limited to, the following:

- 3.3.1 Censure of the member.
- 3.3.2 Temporary suspension of the member from some or all RCMPI activities.
- 3.3.3 Revocation of company membership.

4 Review

- 4.1.1 This policy will be reviewed every other year.

Committee Member Attendance Policy

1 Purpose

- 1.1 This policy is intended to support full contribution of all committee members.
- 1.2 The policy applies to all committee members.

2 Policy

- 2.1 Committee members accept the responsibility for carrying out the goals of their committee when appointed, and meeting attendance is part of that responsibility.
- 2.2 A Committee attendance issue occurs when a committee member has, regarding a regularly scheduled committee meeting, (a) an un-notified absence; (b) two notified absences in a row, or (c) missed three meetings in a twelve-month period.

3 Implementation

- 3.1 If an attendance issue occurs the Chair will promptly contact the member to discuss the barriers to the member attending the meeting(s). The member's response shall be shared with the Board at the next meeting of the Board of Directors.
- 3.2 In that meeting, the Board will decide what actions to take, if any, regarding the member's continued membership on the committee

4 REVIEW

- 4.1.1 This policy will be reviewed annually.

Complimentary Tickets Policy

1 Purpose

- 1.1 To outline a policy and procedure for complimentary tickets for recognition, donation, or show promotion.

2 Policy

- 2.1 It is the policy of RCMPI that complimentary tickets/vouchers are appropriate in very limited number of situations that may vary from show to show, and will be used sparingly.

3 Implementation

- 3.1 Prior to tickets going on sale, a block of tickets/vouchers will be allocated to Production Coordinator through the Board president. The Production Coordinator will be responsible to update the board on a regular basis to the status of these tickets/vouchers.
- 3.2 Complimentary tickets/vouchers will then be allocated only at the discretion of the Board, and a list of recipient's will then be compiled to track the financial benefit to RCMPI.
- 3.3 The Board will from time to time allocate tickets to:
 - 3.3.1 Sponsors
 - 3.3.2 Publicity partners
 - 3.3.3 Other community organizations or causes

4 REVIEW

- 4.1.1 This policy will be reviewed bi-annually.

Payment of Honoraria - 2006

1 Purpose

It is the responsibility of the Board to provide the best skilled production team possible within the constraints of the financial reality of community theatre.

2 Policy

It is the policy of Royal City Musical Productions Inc, therefore, to present honoraria, in certain circumstances, to individuals for production contributions.

- 2.1 The Board will set a budget amount for honoraria annually.
- 2.2 There will be no automatic entitlement to an honorarium because of an individual being asked to fulfill a particular position.
- 2.3 The gift of honoraria to individuals involved in the Company's productions will be at the discretion of the Board
- 2.4 The Board may use, but are not limited to, the following criteria in determining honoraria:
 - 2.4.1 The expertise of the individual(s) and the amount of planning time required for the position.
 - 2.4.2 The essential nature of the contribution to be provided.
- 2.5 The Board will enter into a contract with any individual who is offered an honorarium. That contract will specify the amount of the honorarium, the duties and responsibilities of the position and the conditions of the gift.
- 2.6 In the event that the conditions of payment in the contract are not met due to a shortfall in show revenue, the Board will, in the spirit of goodwill, endeavor to provide reasonable honoraria.

Membership Policy

1 Purpose

- 1.1 To detail the types of membership granted for RCMPI and to detail the rights and responsibilities of members of RCMPI.

2 Policy

2.1 Classes of Members and Entitlements

The Corporation shall have five classes of membership

- Full,
- Affiliate,
- Production,
- Junior, and
- Life.

- 2.1.1 A “Full Member” shall be an individual who supports the objectives of the Corporation. A Full Member shall have full rights to vote in the affairs of the Corporation and eligibility for election as an Officer or Director (over age 18). A Full Member will otherwise enjoy the benefits of membership as from time to time defined by resolution of the Board of Directors;
- 2.1.2 An “Affiliate Member” shall be an incorporated or unincorporated organization or group who supports the objectives of the Corporation and carries on business or activities in a municipal, provincial or regional sub-district within the geographic jurisdiction of the Corporation. An Affiliate Member and its respective members may enjoy the benefits of membership as from time to time defined by resolution of the Board of Directors. An Affiliate Member is entitled to a single vote in the affairs of the Corporation. Such vote must be cast by an authorized agent of the Affiliate Member. An Affiliate Member is not eligible for election as an Officer or Director.
- 2.1.3 A “Production Member” shall be an individual who supports the objectives of the Corporation, but does not otherwise qualify as a Full Member. A Production Member may enjoy the benefits of membership as from time to time defined by resolution of the Board of Directors but shall not have a right to vote in the affairs of the Corporation or be eligible for election as an Officer or Director;
- 2.1.4 A “Junior Member” shall be an individual under the age of 16 at the beginning of his or her membership period, who supports the objectives of the Corporation but does not otherwise qualify as a Full Member. A Junior Member may enjoy the benefits of membership as from time to time defined by resolution of the Board of Directors but shall not have a right to vote in the affairs of the Corporation or be eligible for election as an Officer or Director. A Junior Member who attains the age of 16 during his or her membership period may choose to pay the difference between the Junior membership

fee and the Full membership fee. After paying this amount, he or she shall be a Full Member for the remainder of his or her membership period, and shall be entitled to all the privileges of a Full Member for that period;

- 2.1.5 A "Life Member" shall be any person or organization that, by resolution of the Board of Directors, is deemed to have given distinguished service or support to the Corporation. A Life Member shall enjoy such entitlements to benefits and votes as from time to time defined by resolution of the Board of Directors and shall be entitled to all the privileges of a Full Member. A Life Member shall be exempt from membership fees.

2.2 Eligibility for Membership

Membership in the Corporation is open to any person who:

- 2.2.1 Has paid the membership fees set by the Board of Directors;
- 2.2.2 Has, in the opinion of the Board, a genuine interest in the objectives of the Corporation and whose application for membership has been approved by the Board (such approval shall not be unreasonably withheld);
- 2.2.3 Is at least sixteen 16 years of age (except for Junior Members);
- 2.2.4 Is a resident of Canada and/or carries on business in Canada; and/or
- 2.2.5 Is not an un-discharged bankrupt;

Membership in the Corporation is open to any corporation which:

- 2.2.6 has its head office or carries on business in the Province of Ontario whose application for admission as a Member has received the approval of the Board.

2.3 Membership Year

The Membership year shall be as follows:

- 2.3.1 For Full, Affiliate, and Junior Members, one calendar year from the date of payment;
- 2.3.2 For Production Members, the duration of the current production;
- 2.3.3 For Life Members, the duration of the Member's lifetime.

2.4 Membership Fees

- 2.4.1 Membership fees for all classes (except for Life Members, who are exempt from membership fees) shall be determined from time to time by resolution of the Board of Directors.
- 2.4.2 Any Member whose membership fees are in arrears or who has not paid the required fee to renew his or her membership shall forfeit all rights and privileges of membership, until such time as the required fee is paid.

- 2.4.3 If a membership fee remains unpaid for a period of 30 days from its due date or the relevant renewal date, the Member shall be deemed to have resigned his or her membership.

3 Implementation

3.1 Exemption from Membership Fee

- 3.1.1 The Board of Directors may vote to waive all or part of the membership fee for an individual if that individual is unable to pay the required fee due to financial hardship.

3.2 Termination of Membership

Membership is terminated when:

- 3.2.1 The member dies, or in the case of a member that is a corporation, the corporation is dissolved;
- 3.2.2 A member fails to maintain any qualifications for membership described in section 2.2 of this policy;
- 3.2.3 The member resigns by delivering a written resignation to the chair of the Board of Directors, in which case such resignation is effective on the date specified in the resignation;
- 3.2.4 The member is expelled in accordance with Article 3.3 below or is otherwise terminated in accordance with the bylaws or Act;
- 3.2.5 The member's term of membership expires; or
- 3.2.6 RCMPI is liquidated or dissolved under the Act.

3.3 Expulsion or Suspension

- 3.3.1 The Board of Directors shall have authority to suspend or expel any member from RCMPI for any one or more of the following reasons:
- Violating any provision of RCMPI's letters patent, bylaws or written policies;
 - Carrying out any conduct that may be detrimental to RCMPI as determined by the Board of Directors at its sole discretion; or
 - For any other reason that the Board of Directors in its sole discretion considers to be reasonable, having regard to the purpose and best interests of RCMPI.
- 3.3.2 If the Board of Directors determines that a member should be expelled or suspended from membership, the president shall provide 30 days' notice to the member and shall provide reasons for the proposed suspension or expulsion.

- 3.3.3 The member may make written submissions to the President in response to the notice and/or submit to the President a written request to personally appear before the Board of Directors within such 30 day period. In the event that no written submissions or requests are received, the President may proceed to notify the member that s/he is suspended or expelled from membership.
- 3.3.4 If written submissions are received in accordance with this Article, the Board of Directors will consider them in arriving at a final decision and shall notify the member of such decision within a further 30 days from the date of receipt of submissions. The Board of Directors' decision shall be final and binding on the member, without any right of appeal.
- 3.3.5 If a request to personally appear before the Board of Directors is received in accordance with this Article, the President will invite the member to attend the next regularly scheduled meeting of the Board of Directors or an extraordinary meeting as determined by the Board of Directors at its sole discretion. The Board of Directors meeting shall take place no less than 30 days from receipt of the request. The member will be permitted to address the Board of Directors in confidence. The Board of Directors' decision shall be final and binding on the member, without any right of appeal.

4 REVIEW

- 4.1.1 This policy will be reviewed bi-annually.

Minor Members Policy

1 Purpose

- 1.1 This policy is designed to ensure that young people who wish to participate in RCMPI events have the support of their parent(s) and/or legal guardian(s). RCMPI encourages the participation of community members of all ages in our productions. However, this policy is designed to:
- Address legal liability issues
 - Ensure that parents are aware of RCMPI activities
 - Protect Directors from situations where minors might be prevented from attending practices or performances

2 Policy

- 2.1 If a person under the Ontario Age of Majority (18) wishes to participate in an audition, production, or other RCMPI related activity, written permission from a parent or legal guardian must be obtained prior to the event.

3 Implementation

- 3.1 Permission slips may be obtained from the Secretary or his/her designate and should be returned to her/him prior to the event.
- 3.2 In the case of a production, permission should be obtained as soon as possible in the rehearsal process, preferably when memberships are collected at the read through. Minors should not be able to attend regular rehearsals without parental permission.
- 3.3 If permission is denied or not obtained, the person will not be allowed to participate in RCMPI activities.

4 REVIEW

- 4.1.1 This policy will be reviewed bi-annually.

Private Party Policy

1 Purpose

- 1.1 To provide

2 Policy

2.1 Definitions

- 2.1.1 A private party is an event that is held at a private home or establishment and is not organized by the RCMPI Social Committee or RCMPI Board of Directors.

- 2.1.2 RCMPI Communication vehicles include but are not limited to: the RCMPI Facebook Page, the RCMPI Website, Cast/Crew Email lists, other mailing lists

2.2 If using any RCMPI communication vehicles to publicize a private party, events are required to:

- 2.2.1 Be consistent with the mission and values of RCMPI.

- 2.2.2 Engage in activities that are in accordance with RCMPI's Code of Conduct policy.

3 Implementation

3.1 If using RCMPI communication vehicles to publicize a private party, RCMPI reserves the right to:

- 3.1.1 Sanction members if events encourage or involve behaviour that is counter to the mission and values of the organization.

- 3.1.2 Take action if events encourage or involve behaviour that is counter to RCMPI's Code of Conduct policy.

4 REVIEW

- 4.1.1 This policy will be reviewed bi-annually.

Proxy Policy

1 Purpose

- 1.1 To provide a method for those who cannot attend a meeting of the members to have their vote recorded.

2 Policy

2.1 Definition

- 2.1.1 In this part, “proxy” means an authorization by means of which a member has appointed a proxyholder to attend and act on the member’s behalf at a meeting of the members.

2.2 Proxies

- 2.2.1 Every member entitled to vote at a meeting of the members may by means of a proxy appoint a proxyholder or one or more alternate proxyholders, who need not be members, as the member’s nominee to attend and act at the meeting in the manner, to the extent and with the authority conferred by the proxy.

3 Implementation

3.1 Form of Proxy

- 3.1.1 A proxy must be signed,
 - By the member or the member’s attorney; or
 - If the member is a body corporate, by an officer or attorney of the body corporate duly authorized
- 3.1.2 Every proxy must be in a form that complies with the regulations.
- 3.1.3 A corporation shall send, or otherwise make available, a form of proxy to each member who is entitled to receive notice of the meeting concurrently with or before giving notice of the meeting.

3.2 Time limit for deposit

- 3.2.1 The directors may by resolution fix a time before any meeting or continuance of an adjourned meeting of the members before which time proxies to be used at the meeting are due.
- 3.2.2 This time must not exceed 48 hours, excluding Saturdays and holidays, before the meeting
- 3.2.3 The period of time must be specified in the notice calling the meeting.

3.3 Proxy Submission

- 3.3.1 Proxies to be used at a meeting must be deposited with the corporation or an agent of the corporation within the allowed time frame.
- 3.3.2 A proxy is valid only at the meeting for which it is given or, if that meeting is adjourned, at the meeting that continues the adjourned meeting.

3.4 Proxy Revocation

- 3.4.1 A member may revoke a proxy,
- By depositing in accordance with subsection (7) a revocation that is signed by the member or by the member's attorney; or
 - In any other manner permitted by law.
- 3.4.2 The revocation must be received,
- At the registered office of the corporation at any time up to and including the last business day before the day of the meeting or, if the meeting is adjourned, of the continued meeting, at which the proxy is to be used; or
 - By the chair of the meeting on the day of the meeting or, if it is adjourned, of the continued meeting

3.5 Proxyholder Rights and Responsibilities

- 3.5.1 A person who is appointed a proxyholder shall attend in person, or cause an alternate proxyholder to attend, the meeting in respect of which the proxy is given and shall comply with the directions of the member who appointed the person.
- 3.5.2 A proxyholder or an alternate proxyholder has the same rights as the member who appointed him or her to speak at a meeting of the members in respect of any matter, to vote by way of ballot at the meeting and, except where a proxyholder or an alternate proxyholder has conflicting instructions from more than one member, to vote at the meeting in respect of any matter by way of a show of hands.

3.6 Vote by show of hands

- 3.6.1 If the chair of a meeting of the members declares to the meeting that, to the best of his or her belief, if a ballot is conducted, the total number of votes of members represented at the meeting by proxy required to be voted against a matter or group of matters to be decided at the meeting is less than 5 per cent of all the votes that might be cast at the meeting on such ballot, and if a member, proxyholder or alternate proxyholder does not demand a ballot,
- The chair may conduct the vote in respect of that matter or group of matters by a show of hands; and
 - A proxyholder or alternate proxyholder may vote in respect of that matter or group of matters by a show of hand.

3.7 Voting by mail or by telephonic or electronic means

3.7.1 A corporation may provide in its by-laws for voting by mail or by telephonic or electronic means, in addition to or instead of voting by proxy.

3.7.2 Voting by mail or by telephonic or electronic means may be used only if,

- The votes may be verified as having been made by members entitled to vote; and
- The corporation is not able to identify how each member voted.

4 REVIEW

4.1.1 This policy will be reviewed bi-annually.

Vulnerable Sector Protection Policy

1 Purpose

- 1.1.1 Royal City Musical Productions Inc. (RCMPI) aims to promote the participation of children and vulnerable adults in our musical theatre company by creating and maintaining a culture of safety, creativity and fun. We recognise that all members have the right to be safe and that this fundamental principle takes precedence over any and all other considerations.

2 Policy

2.1 Definitions

- 2.1.1 **Child:** For the purpose of this policy we define a child as any person under the age of 18 years.
- 2.1.2 **Vulnerable Adult:** A vulnerable adult, as referred to in this policy, is an adult who is aged 18 years or over who is or may be in need of community care services by reasons of mental health or other disability, age, or illness and is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.
- 2.1.3 **Abuse:** Any form of physical, psychological, social, emotional or sexual maltreatment of a child or vulnerable adult whereby the survival, safety, self-esteem, growth and development are endangered. There are four main types of abuse:
- **Sexual Abuse:** Any form of unwanted sexual conduct (eg. touching, exploitation, intercourse).
 - **Physical Abuse:** The intentional use of force against a person resulting in injury or causing bodily harm.
 - **Neglect:** Failure to give due attention or care resulting in serious emotional or physical harm.
 - **Emotional Abuse:** Verbal attacks or demeaning actions that impact a person's self-esteem and self-worth.
- 2.1.4 **Other Forms of Abuse:** There are other forms of behaviour that may not be defined as abuse but should cause concern to RCMPI volunteers. The abuse spectrum has been expanded in recent years to cover not just the aforementioned categories but also recognising other examples of abuse that include bullying, peer abuse, organisational abuse, cyber bullying, e-bullying and different forms of internet abuse. While they may not be generally included in the aforementioned categories of abuse it should be noted that in their extreme forms they would all be regarded as abuse.
- 2.1.5 **Vulnerable Sector Coordinator:** A Board of Directors-appointed coordinator who is responsible for the application and enforcement of this policy.

2.2 Indicators of Abuse

- 2.2.1 The ability to recognise vulnerable sector abuse depends as much on a person's willingness to accept the possibility of its existence as it does on knowledge and information. **Abuse is not always readily visible.** A list of physical and behavioural indicators can be found on the Royal Canadian Mounted Police website at: <http://www.rcmp-grc.gc.ca>

2.3 Responsibilities and Expectations

- 2.3.1 RCMPI must take all reasonable steps to protect the vulnerable sector from abuse.
- 2.3.2 All RCMPI members and volunteers have a responsibility to report abuse.
- 2.3.3 All RCMPI members and volunteers will not abuse any other company member or volunteer.
- 2.3.4 RCMPI requires Vulnerable Sector Checks for members of the Board of Directors.
- 2.3.5 RCMPI Board of Directors will appoint a Vulnerable Sector Coordinator who will be made known to all members.

2.4 RCMPI Rights

RCMPI has the right to:

- 2.4.1 Expect all members and volunteers to undertake appropriate training when advised to.
- 2.4.2 Take appropriate action in the event of abuse accusations.
- 2.4.3 Require Vulnerable Sector Checks for those working directly with children or vulnerable adults.

2.5 Vulnerable Sector Protocols

- 2.5.1 When conducting RCMPI business, no activities shall take place involving one-on-one contact between a single, non-related volunteer/member and a child or vulnerable adult.
- 2.5.2 Any rough or physical contact outside the theatrical production requirements is not acceptable.
- 2.5.3 In the presence of children all inappropriate comments of a sexual nature, suggestive jokes, and profanity are not acceptable.
- 2.5.4 Parents/guardians must provide transportation or make their own car pool arrangements for children to and from any RCMPI activities.

3 Implementation

3.1 Role of the Vulnerable Sector Coordinator

- 3.1.1 The Vulnerable Sector Coordinator shall be made known to all members through introduction and/or on the website.
- 3.1.2 The Vulnerable Sector Coordinator has the responsibility to take appropriate action if allegations of abuse are reported.
- 3.1.3 The Vulnerable Sector Coordinator does not have the responsibility to investigate or validate abuse allegations or concerns within the company.

3.2 Reporting

Anyone who has a reasonable suspicion that a child or vulnerable adult is being abused is required by law to report the information.

- 3.2.1 As soon as a child or vulnerable adult discloses abuse, a member must contact the company's Vulnerable Sector Coordinator.
- 3.2.2 If a child or vulnerable adult has not disclosed abuse but there are reasonable grounds to suspect abuse is taking place, a member must contact the company's Vulnerable Sector Coordinator.

3.3 Responsibilities of the Vulnerable Sector Coordinator

The Vulnerable Sector Coordinator will:

- 3.3.1 Consult with the Board of Directors and/or Production Teams on how company policy and procedures impact on the welfare and safeguarding of children and vulnerable adults.
- 3.3.2 Promote the Vulnerable Sector Protection Policy.
- 3.3.3 Identify and assist with appropriate training that is needed within the company.
- 3.3.4 Influence policy and practice within the company in order to prioritise vulnerable sector needs.
- 3.3.5 Assist, or oversee if applicable, Vulnerable Sector Check procedures to ensure all appropriate members have executed and passed their mandatory checks.
- 3.3.6 Utilize Family and Children Services of Guelph and Wellington County as a first point of contact for any reported abuse.

3.4 The appointed Vulnerable Sector Coordinator for RCMPI is:

Name: Gary Roche

Email: g490r@yahoo.com

Phone: 519-993-7104

4 Review

4.1.1 This policy will be reviewed annually.