



## PREAMBLE

The **National Theatre School of Canada** (NTS) recognizes the critical importance of ensuring a safe and healthy work, study, and living environment for everyone in its community. The present Policy was written to address the need to prevent and fight sexual violence.

Through this Policy, NTS is fulfilling its obligation under the *Act to Prevent and Fight Sexual Violence in Higher Education Institutions* (The Act).

As such, NTS is committed to:

- Fostering an environment where every member of the NTS community feels safe and free from sexual violence, which are not to be tolerated in any form or context.
- Providing full support to anyone who makes use of the Policy to ensure appropriate and fair treatment.
- Offering prevention and awareness-raising activities as well as mandatory training sessions for all NTS community members.

In order to counter sexual violence in its facilities, NTS requires the participation of all members of its community. Executives, teaching staff, managers, support staff, as well as students and residents must be actively involved in the fight against sexual violence.

## 1. GUIDING PRINCIPLES

Through this policy, NTS is committed to no tolerance of any form of sexual violence and to implementing the necessary measures to prevent and counter such acts. These measures are designed to inform and raise awareness within the NTS community about sexual violence in order to prevent and address potential problem situations, and to enable those who have been affected by this form of violence to continue to work and study in a safe and healthy environment.



NTS acknowledges the heightened vulnerability of certain groups with respect to sexual violence and undertakes to pay particular attention to individuals singled out because of their gender or sexual orientation, cultural or Indigenous heritage, foreign student status, or disability.

NTS reserves the right to intervene at any time—whether a complaint has been lodged or withdrawn—if there is reason to believe that a violation of the Policy has taken place.

All disclosures, reports, and complaints are taken seriously and treated with diligence, fairness, impartiality, prudence, discretion, and an open mind.

## 2 SCOPE

This policy applies to the entire NTS community, including executives, staff, students enrolled in any of our programs, and all third parties, such as contract workers, clients, visitors, service providers, guests, consultants, volunteers, and interns within its two buildings or any other entities, for example the Centre for Arts and Social Innovation and staff hired by NTS for DramaFest.

The Policy also applies to any off-campus pedagogical, social, or other activity organized by NTS, such as those related to orientation, student trips, public performances, virtual communication, and beginning and end-of-year parties. The organizers of such activities must ensure that the Policy is followed during the events.

### 3 LEGAL AND REGULATORY FRAMEWORK

The Policy is implemented in a context regulated by the following laws and policies:

- *The Act to Prevent and Fight Sexual Violence in Higher Education Institutions;*
- *The Charter of Human Rights and Freedoms;*
- *The Criminal Code;*
- *The Act Respecting Labour Standards;*
- *The Act Respecting Occupational Health and Safety;*
- *The Civil Code of Quebec;*
- *The Labour Code;*
- *The NTS Policy to Prevent Harassment and Promote a Safe Environment.*
- 

### 4 DEFINITIONS

Unless the context indicates otherwise, specific terms included in the Policy are defined as follows:

#### **Consent**

The explicit, free, and voluntary agreement of a person to engage in a sexual activity. Consent can be withdrawn at any time. The following examples do not constitute consent:

- Agreement is offered through the words or actions of a third party.
- The person is incapable of giving consent, for example, because they are intoxicated by drugs or alcohol, or are unconscious.
- Agreement is obtained through an abuse of trust or power.
- The person demonstrates, through words or behaviour, a lack of agreement to the sexual activity.
- After consenting to an activity, the person demonstrates, through words or behaviour, a lack of agreement in continuing with the same activity.



Within the context of the Policy, consent is deemed to be invalid where a pedagogical or support relationship exists between a staff member in a position of authority and a student, subject to section 10 of the Policy.

### **Disclosure and survivor**

Under the Policy, “disclosure” means that a person alleges that they have experienced sexual violence. This individual is referred to as the “survivor.” Disclosure does not necessarily lead to a formal complaint. In terms of accountability under *The Act*, a disclosure is considered to be a report.

### **NTS executives**

The CEO, the members of the Executive Committee, as well as the members of the NTS Board of Directors.

### **Members of the NTS community**

All NTS executives, teaching and non-teaching staff members, and students or residents registered in any of the training programs, as well as third parties, as defined below.

### **Staff members**

All persons employed on a permanent, contract or temporary basis by NTS (within its two buildings, or any other location designated by NTS).

### **Ombudsperson**

The Ombudsperson is an external resource specialized in handling psychological harassment complaints at NTS under the *Policy for the Prevention of Harassment and the Promotion of a Healthy Environment*. They are also responsible for complaints pertaining to sexual violence.

Their role is to receive all disclosures, reports, and complaints with respect to the entire NTS community. The Ombudsperson works in collaboration with NTS' Executives and the Student Services Manager to refer community members in need of psychological support to the appropriate resources. Their contact information is provided in Appendix A.

The Ombudsperson is not an emergency service. Urgent requests should be directed to the School's Student Services Manager or to the resources identified in Appendix A. The responsibilities of the Ombudsperson are described in section 7.3.

### **Respondent**

Any person who is the subject of a disclosure, report, or complaint related to a situation of sexual violence, wherein they are the alleged actor, allegedly provided encouragement, or participated.

#### For Students

##### **Person responsible for intervention and prevention**

The NTS Student Services Manager is responsible for intervention and prevention. The Manager informs students about the Policy and the procedures for disclosures, reports, and complaints. Disclosures, reports, or complaints, as well as potential requests for intervention, can be made directly to them or by contacting the Ombudsperson. Their responsibilities are described in Article 7.4.

#### For Staff Members:

##### **Person responsible for prevention**

The Associate Director of Human Resources is responsible for prevention. The Manager informs Staff Members about the Policy and the procedures for disclosures, reports, and complaints. Disclosures, reports or complaints, as well as potential requests for intervention, can be made directly to the Ombudsperson. Their responsibilities are described in Article 7.4.



### **Complaints and complainants**

A complaint is a formal step taken by the person is experiencing or has experienced sexual violence to officially report the situation to NTS or to the police. The individual making the complaint is called the “complainant.”

### **Support relationship**

A support relationship is a professional relationship in which psychological support is provided to a person experiencing distress and in need of such support. It characterizes, for example, the relationship that one would establish with psychologists, sexologists, social workers, special needs counsellors and assistants, educational and professional guidance counsellors, educational assistants, or student life facilitators.

### **Position of authority**

A position of authority denotes a situation where one person is able to manage, evaluate, or supervise another person. It exists, for example, between two individuals at different levels in the NTS hierarchy, or in the relationship between an instructor and a student. It does not include the relationship between NTS students or students periodically hired by the School (including the M-N building).

### **Pedagogical relationship**

A pedagogical relationship may be understood as “the sum of the interactions, mutual influence, actions and reactions between teachers and those being taught.” The function of this relationship is to train, guide, and instruct. This definition includes not only student–instructor relationships but also relationships between students and any person who contributes to their learning or training.



### **Intimate relationships**

Intimate relationships include both emotional and romantic relationships as well as sexual ones.

### **Student representatives**

Individuals appointed by NTS Student Association to work with NTS executives to help guide students through the disclosure process.

### **Reporting and the person making a report**

Under the Policy, “reporting” means that an individual provides information relating to a situation of sexual violence. This individual is referred to as the “person making a report.” It could be the individual who is experiencing/experienced the violence or a witness. A report does not necessarily lead to a formal complaint. A witness may also report sexual violence.

### **Witness**

Any person who saw or heard about an act of sexual violence.

### **Third parties**

All parties external to NTS (contractors, clients, visitors, service providers, guests, consultants, volunteers, interns, etc.) who have a relationship with the School. (Contractual, temporary, and freelance workers are considered staff members and therefore not third parties.)

### **Sexual violence**

The concept of sexual violence refers to any form of violence committed through sexual practices or that targets sexuality, including sexual assault. It also refers to all misconduct, including that which is related to sexual and gender diversity, in such forms as unwanted direct or indirect gestures, comments, behaviours, or attitudes with sexual connotations, including through technological means.

## 5. OBJECTIVES

By implementing the Policy, NTS aims to:

1. Strengthen its commitment to prevent and fight sexual violence.
2. Create a healthy and safe environment for students and staff.
3. Implement prevention and safety measures.
4. Oversee social activities, including those that occur off campus.
5. Encourage persons who have experienced or witnessed act(s) of sexual violence to report problematic situations and to identify potential ways to intervene.
6. Establish procedures for handling complaints, reports, and information.
7. Provide support and assistance to individuals who have experienced sexual violence and establish help and safety mechanisms.
8. Establish the responsibilities of the various people involved in implementing the Policy.
9. Guarantee any individual or group who submits a complaint, or against whom a complaint is submitted, full confidentiality within the limits of applicable laws.
10. Promote consistency in terms of interventions and consultations with available external and neutral resources, such as the Ombudsperson designated by NTS.

## 6 PROHIBITED BEHAVIOURS

It is forbidden to:

1. Commit any form of sexual violence toward a member of the NTS community.
2. Retaliate in any way against someone who has submitted a complaint, report, or accusation; Anyone who retaliates in any way against a person who has submitted a complaint or who has acted as a witness in an investigation may face sanctions from NTS, including dismissal or expulsion.
3. Have an intimate relationship with an NTS student when in a position of authority, subject to Article 10.



## 7. ROLES AND RESPONSABILITIES

### 7.1 All members of the NTS Community

Members of the community have an obligation to:

- Be aware of their rights and responsibilities under the Policy and abide by them.
- Educate themselves about what constitutes sexual violence.
- Report any situation of sexual violence, as soon as possible, to the person responsible for intervention and prevention.
- Direct any individual wishing to make a disclosure or obtain information to the person responsible for intervention and prevention.
- Cooperate in any investigation into situations of sexual violence.

### 7.2 CEO

The CEO of NTS is responsible for the application of the Policy as well as for implementing the recommendations they receive from the Ombudsperson in response to complaints. However, the admissibility of those complaints will be analyzed by the School's designated Ombudsperson.

### 7.3 Ombudsperson

- To provide support and refer individuals implicated in the reports, disclosures, or complaints to the appropriate resources or services, as needed.
- To receive and analyze all reports, disclosures, or complaints related to sexual violence in a confidential, respectful, and impartial manner.
- To provide information about the Policy and the procedures for reporting, disclosures, and complaints.
- To conduct an analysis of the admissibility of complaints, in accordance with the role and responsibilities of the Ombudsperson, and, if needed, carry out further investigations.
- To participate in organizing mandatory annual prevention, awareness, and training activities related to sexual violence for NTS executives, staff members, and student representatives.



### 7.3 Ombudsperson (continued)

- To liaise with the relevant NTS executives.
- To ensure compliance with *The Act* in terms of requirements for prevention and awareness-raising activities, and training obligations.
- To prepare and present accountability documentation.

### 7.4 Persons responsible for intervention and/or prevention

- Provide information about the Policy and procedures for reporting, disclosures, and complaints.
- Provide the needed listening and support in reporting, disclosures, or complaints, and refer them to the Ombudsperson, as needed.
- Participate in organizing annual and mandatory prevention, awareness-raising, and training activities related to sexual violence.
- Establish partnerships with external expert resources (i.e., CALACS) and other relevant resources, as needed.
- Ensure compliance with *The Act* in terms of requirements for prevention and awareness-raising activities, and training.
- Prepare accountability documentation in collaboration with the Chief of Staff and the Ombudsperson.

### 7.5 Standing Committee on Prevention

The NTS establishes a standing committee of a maximum of seven (7) persons, including two students, a minimum of one executive member and one staff member, the Student Services Manager, the Associate Director of Human Resources, and other staff to develop, review and monitor the Policy.

The Standing Committee's mandate includes:

- Promoting a safe and healthy learning environment.
- Communicating and promoting the Policy among students and staff members.
- Providing information, awareness, and training activities on issues covered by the Policy.
- Conducting an annual assessment of the existing safety measures at NTS to measure their effectiveness, and to provide the necessary adjustments and updates.

## 8. PREVENTION, AWARENESS, AND TRAINING ACTIVITIES FOR FIGHTING SEXUAL VIOLENCE

In order to promote awareness and counter sexual violence, NTS organizes and provides awareness and prevention activities, as well as training sessions for different segments of the NTS community (students, staff, executives), tailored to their role within the School.

### 8.1 Awareness and Prevention Activities

Activities promoting awareness and prevention may include information campaigns, conferences, and online or print resources. These activities address a range of issues related to sexual violence.

Prevention and awareness activities are also integrated into higher risk activities for students and staff, such as activities involving alcohol and/or integration activities. Organizers of these events are responsible for ensuring that the required precautionary measures are put in place and that they comply with this Policy. Best practices also recommend appointing a designated and identified person to act as an intervener in cases of sexual violence or to prevent any escalation of the situation.

### 8.2 Training Activities

The Associate Director of Human Resources and the person responsible for intervention and prevention are required to organize and deliver the mandatory annual trainings on sexual violence to NTS leaders, staff, teachers, student representatives, and students.

## 9. SECURITY MEASURES TO FIGHT SEXUAL VIOLENCES

NTS periodically reviews the security features in its buildings, more specifically in terms of lighting, the locking of doors, and physical surveillance of the premises.

NTS supports, as much as possible, any initiative from groups, organizations, or individuals in its community to improve safety and the sense of safety in its territory and surrounding areas. The NTS Health and Safety Committee shall be informed or involved in the implementation of improved safety measures, as necessary.

## 10. INTIMATE RELATIONSHIPS WITHIN PEDAGOGICAL OR SUPPORT RELATIONSHIPS, OR THOSE INVOLVING A POSITION OF AUTHORITY CONDUCT CODE

As a general rule, NTS holds that an intimate relationship between a student and someone in a position of authority or with pedagogical influence is contrary to the educational mission of the School.

In order to maintain the integrity of the relationships between students and persons in a position of authority or with pedagogical influence, and to avoid the risk of power abuses, NTS explicitly prohibits that such relationships be of a romantic, intimate, or sexual nature as long as pedagogical influence or a position of authority applies.

In addition, in cases of consensual romantic, intimate, or sexual relationships with a student, any person in an educational, helping, or authoritative relationship with that student must subsequently cease the educational, helping, or authoritative relationship, even if the consensual relationship has ended. Any such relationship must be disclosed by the person in a position of authority, who must notify the School's Associate Director of Human Resources and complete the form in Appendix E. The necessary steps shall be taken to end the educational, supportive, or authoritative relationship between these individuals.



In the case where it is not possible to end the pedagogical relationship without significantly compromising the student's training program, accommodations must be made in the best interest of the student.

Any student who has had an intimate relationship with a person in an educational, supportive, or authoritative relationship, whether that relationship existed prior to the implementation of this Policy or is prohibited by this Policy, may contact the Ombudsperson.

## 11. PROCEDURE FOR HANDLING DISCLOSURES, REPORTS, AND COMPLAINTS

Any person wishing to provide information regarding an alleged violation of the Policy, or submit a disclosure, report, or complaint about a member of the NTS community, may do so by contacting the Ombudsperson.

Upon receiving such information, the Ombudsperson will listen and provide support to the parties involved, and direct them to specialized services, as needed. In addition, the Ombudsperson, in collaboration with the CEO, and relevant program directors, where a student or staff member is involved, will assess whatever appropriate measures are deemed necessary.

### 11.1 HANDLING A DISCLOSURE, REPORT, OR COMPLAINT

The present approach applies to information received by NTS through the Ombudsperson or the person responsible for intervention and prevention. It is also possible in some cases for a disclosure to be made to external stakeholders (police or social worker), as well as to School officials. These two procedures are distinct, and investigations can be conducted concurrently.

The Ombudsperson or the person responsible for intervention and/or prevention may only collaborate with external resources with the permission of the person who has provided the information.



### 11.1.1 Handling of a disclosure or report

Upon receiving a disclosure or report, the Ombudsperson, or the person responsible for intervention and prevention must first receive the discloser or reporter in a caring manner and provide a listening ear. The Ombudsperson then assesses the situation and identifies the appropriate intervention, in collaboration with the discloser or reporter. This intervention can take several forms, including:

- Psychological support.
- Consultation with healthcare professionals.
- Relocation or reassignment.
- Conflict management process.
- Direct intervention.
- Referral, support, and providing information to the survivor/victim.
- The filing of a formal complaint.

Once a course of action is determined, the Ombudsperson meets with the relevant NTS executives to inform them of the plan, assess its feasibility, and proceed with its implementation. The chosen measures may be continued, adjusted, or cancelled at any time, as the situation requires.

The Ombudsperson or the person responsible for intervention and prevention must follow up on any intervention requests as soon as possible, without exceeding seven (7) days. They also ensure a follow-up with the discloser or reporter to let them know that the situation is being addressed. The person disclosing or reporting the situation may withdraw from the intervention at any time.



It is important to ensure confidentiality for persons making a disclosure or report, and recommendations must be made in such a way as to prevent the identification of such persons, for example through anonymized information. However, it is important to note that the person providing the information may choose to waive confidentiality. Moreover, if a person absolutely wants to remain anonymous, it may have an impact on the possible measures that can be taken. In some circumstances, the identity of the person is necessary to proceed with the appropriate measures.

#### **11.1.2 Handling of a complaint**

Any person may file a complaint with the Ombudsperson. The students may also file a complaint with the person responsible for intervention and prevention, who must then forward the complaint to the Ombudsperson, so that the latter can gather the facts necessary to conduct an admissibility investigation.

As with any report or information provided to NTS regarding sexual violence, it is possible to file a complaint at any time without limitation since the last occurrence of the alleged facts.

The complaint must be written but may be made verbally in advance (pending the writing of the report), and provide the nature of the allegations, the name the respondent, the date of the incident(s), their description, the facts supporting the complaint and, if applicable, names of witnesses. The information provided should be as specific as possible.

The Ombudsperson informs the respondent that a complaint has been filed against them; the relevant NTS executives are informed of the complaint as well.

If the person responsible for intervention and prevention is the subject of the complaint, the complaint must be made directly to the Ombudsperson. Should the CEO be the subject of the complaint, the Ombudsperson will forward the study of the admissibility of the complaint to the Chair or Co-Chairs of the Board of Directors.



Any complaint submitted to the Ombudsperson must be handled within 90 days.

#### **11.1.2.i Interim measures**

The Ombudsperson (or the person responsible for intervention and prevention) assesses the situation and identifies the appropriate course of action in collaboration with the complainant.

This action plan can take several forms, including:

- Psychological support.
- Consultation with healthcare professionals.
- Relocation or reassignment.
- Leave of absence or suspension.
- Conflict management process.
- Direct intervention.
- Referral, support, and providing information to the survivor.

Once a course of action is determined, the Ombudsperson, the CEO, or the person responsible for intervention and prevention meets with the relevant NTS executives to inform them of the plan, assess its feasibility, and proceed with its implementation. The chosen measures may be continued, adjusted, or cancelled at any time, as the situation requires.

#### **11.1.2.ii Assessment of admissibility**

An admissibility review of the complaint shall be conducted by the Ombudsperson as soon as possible. For a complaint to be considered, the facts alleged, and the partial evidence submitted must, at first glance, provide a sufficient indication of sexual violence to justify proceeding with the complaint.

If the complaint is declared ineligible under this Policy, the Ombudsperson meets with the complainant to explain the reasons for the decision as well as the available support and follow-up options, as required.



If the complaint is found eligible under this Policy, the Ombudsperson shall forward its recommendations to the CEO to:

- Propose mediation if deemed relevant and agreed to by the parties.
  - If mediation is successful, it will lead to a confidential agreement and the investigation is cancelled.
  - If mediation fails, the Ombudsperson will investigate (note that the investigation period is suspended during mediation).
- Accommodate the individuals involved as outlined in Article 11.1.2.i.
- The CEO may then appoint the Ombudsperson to investigate to obtain any additional information needed to assess the merits of the complaint.
  - The Ombudsperson submits the results of their investigation, along with recommendations, in a confidential report.
  - The CEO implements the recommendations based on the findings of the investigation.

#### **11.1.2.iii Decision on the merits of the complaint**

Based on the results of the admissibility assessment or a more thorough investigation aimed at determining whether or not sexual violence has taken place, the CEO will either uphold or reverse the decision, and it will be handled in accordance with Article 11.1.2.ii.

In the event that the results of the admissibility assessment or a more thorough investigation conducted by the Ombudsperson cannot establish whether or not sexual violence has taken place, the CEO informs the complainant and the respondent in writing of the reasons for the decision. If new facts are brought to light, the CEO will review the analysis of the complaint and, if necessary, the decision will be revised.

Even if a complaint is judged to be unjustified, a problematic or adversarial situation may persist within the work, study, or learning environment. In such a case, the CEO may undertake various actions such as awareness training, mediation between the parties involved, or accommodation measures such as those described in Article 11.1.2.i.

It is possible to suspend the investigation at any time to set up mediation between the parties if the appropriate conditions are met.

## 12. APPLICABLE SANCTIONS

NTS is committed to taking the necessary steps to end sexual violence.

Any person who violates the Policy may be subject to administrative, corrective, or disciplinary action, which may include expulsion or dismissal. The individuals concerned are informed in accordance with the measures put in place for this purpose. The nature, severity, and frequency of the offence(s) will be taken into consideration when determining the sanction.

Administrative measures may also be imposed on an offending third party, depending on the circumstances.

A person who makes an unfounded report, disclosure, or complaint with the intent to harm others may be subject to sanction by NTS up to and including expulsion or dismissal.

## 13. MEASURES TO PROTECT AGAINST RETALIATION

NTS is committed to implementing measures to protect reporters, disclosers, and complainants against retaliation from the community. Under the Policy, threats of retaliation are considered acts of retaliation. Retaliation may also occur prior to a complaint, report, or disclosure process has begun.



ÉCOLE  
NATIONALE  
DE THÉÂTRE  
DU CANADA

NATIONAL  
THEATRE  
SCHOOL  
OF CANADA

## POLICY

### To Prevent and Fight Sexual Violence

Retaliation can take many forms, none of which will be tolerated. Such actions are considered a serious violation of the Policy and will be dealt with accordingly.

#### 14. CONFIDENTIALITY AND DISCLOSURE OF NECESSARY INFORMATION TO ENSURE SAFETY

Immediately upon initiation of the process of handling a report, disclosure or complaint, the parties involved commit to a written agreement to be discreet and not to discuss the facts with colleagues or others, except for purposes pre-authorized by law and policy or for consultation with an advisor or representative, if required.

A breach of confidentiality that interferes with the handling of a complaint or is prejudicial to or against one of the parties concerned may be subject to administrative or disciplinary action.

The investigation report is confidential and may at no point be released to the parties concerned, their support, representatives, or witnesses, unless ordered by a court of competent jurisdiction.

However, upon request of the person who filed the complaint, NTS shall provide the person with information on the outcome of the complaint, whether or not a sanction was imposed, and the details and terms of the sanction, when applicable.

No information is filed in the professional record of the person who made the report, disclosure, or complaint, unless it was made in bad faith or with malicious intent. Regarding the person alleged to be responsible for sexual violence, this information is recorded in their file if an administrative, disciplinary, or other decision is rendered.

## 15. ACCOUNTABILITY MEASURES

In compliance with the law, NTS is accountable for the implementation of the Policy through an annual accountability report to the relevant ministry. This accountability shall include the following:

- Prevention and awareness measures implemented, including training activities offered to students.
- Training activities attended by the NTS executives, staff, and student representatives.
- Security measures implemented.
- The number of disclosures, reports, and complaints received and their processing time.
- Any interventions and the nature of the sanctions applied.
- The consultation process used in drafting or amending the Policy, if relevant.

### Board of Directors

Following the deposit of this accountability report to governmental authorities, it is also planned to provide an annual report to the DING Committee of the Board of Directors.

## 16. DISSEMINATING THE POLICY

NTS must ensure that the Policy is easily accessible and that it is communicated to students at the time of their admission and to staff at the time of their hiring.

## 17. ENACTMENT AND REVISION

The Policy was adopted in April 2019, and took effect on September 1, 2019. Revision of both official language versions will be done on a regular basis. The most recent modification was made on September 22, 2022.

## 18. REVISION OF THE POLICY

The Policy is updated a minimum of every five (5) years, in accordance with the law.



APPENDIX A

**SANS OUI  
C'EST NON!**

Without a yes, it's a no!

**The fight against sexual violence**

RESOURCES PROVIDED BY  
THE NATIONAL THEATRE SCHOOL OF CANADA

The concept of sexual violence refers to any form of violence committed through sexual practices or by targeting sexuality, such as sexual assault. It also refers to any other misconduct, including that relating to sexual and gender diversity, in such forms as unwanted direct or indirect gestures, comments, behaviours or attitudes with sexual connotations, including by a technological means.

If you experience sexual violence or harassment, or if you witness it, you can contact the NTS Ombudsperson confidentially:

— Caroline Lemay, Ombudsperson / [Ombuds.ent.nts@omega-ombs.ca](mailto:Ombuds.ent.nts@omega-ombs.ca)

**This service is not for emergencies!**

For advice or information, or to file a complaint, please leave a message or send an email. The Ombudsperson will contact you within 48 hours (weekdays). In emergency situations, please consult the other resources listed here.



**The fight against sexual violence**

**SANS OUI  
C'EST NON!**

Without a yes, it's a no!

If you or someone you know is in immediate danger, call 911

**SOME AVAILABLE RESOURCES**

**Sexual assault helpline, 24/7**

[agressionssexuelles.gouv.qc.ca](http://agressionssexuelles.gouv.qc.ca)  
Montreal: **514 933-9007** / Toll-free: **1 888 933-9007**  
Helpline, information, and referrals.

**Without a yes it's a no**

<http://withoutayesitsano.ca/>  
Training and information related to sexual assault.

**Organization of Quebec sexual assault help centres**

[rqcalacs.qc.ca](http://rqcalacs.qc.ca)  
Montreal: **514 529-5252** / Toll-free: **1 877 717-5252**  
Centres against sexual assault.

**Interligne** (Specifically for LGBTQ+ communities)

[interligne.ca](http://interligne.ca)  
Montreal: **514 866-0103** / Toll-free: **1 888 505-1010**  
Interligne is a first response centre that provides help and information to those concerned with sexual orientation and gender diversity.

**Designated treatment centres for victims of sexual assault – Montreal**

**CHUM – Hôpital Notre-Dame.** (1650, rue Sherbrooke Est, Montréal)  
**514 890-8444**  
Emergencies 24/7 : \*voicemail service, ask for the Clinic's sexual assault support worker  
Emergency room – 24 h

**Montreal General Hospital** (1650 Cedar Ave, Montreal)  
\* Offers services in English  
**514 934-8090**  
Emergencies 24/7

**Crisis centre 24/7**

**Le Transit: 514 282-7753**  
If you are in distress, if someone you love is in crisis, or if you are looking for specialized support services.

**Montreal Police Department (SPVM)**

For the Saint-Denis campus (Station 38): **514 280-0138**  
For the Monument-National campus (Station 21): **514 280-0121**



For information on NTS's policies on sexual harassment and violence:

**Marc-André Durocher** / Tel.: 514 842-7954 ext 134 / [madurocher@ent-nts.ca](mailto:madurocher@ent-nts.ca)  
Responsible for intervention and prevention  
Manager, Student Services



APPENDIX B

SUMMARY OF THE PROCEDURES RELATING TO DISCLOSURES AND COMPLAINTS

Disclosure

Processing:  
maximum of 7 days

An individual reports a situation to the School's Ombudsperson in writing using the form designed for this purpose.

The individuals involved are referred to external support services, as needed.

The Ombudsperson analyzes the facts surrounding the disclosure and identifies the appropriate intervention.

The CEO implements the Ombudsperson's recommendations.

Complaint

Processing:  
maximum of 90 days

The complainant submits the complaint form to the Ombudsperson or communicates with them by email.

The Ombudsperson assesses the admissibility of the complaint and puts in place temporary measures, if necessary. When a complaint is deemed receivable, the Ombudsperson proceeds with an independent and impartial investigation.

The Ombudsperson meets with the parties separately to report on their findings.

In the event that the Ombudsperson concludes that a situation of sexual violence has occurred, the CEO implements the recommended sanction(s).



**APPENDIX C**

**CONFIDENTIAL**

**SEXUAL VIOLENCE DISCLOSURE OR COMPLAINT FORM**

Please send the form directly to the School’s Ombudsperson:

**Caroline Lemay:** [ombuds.ent.nts@omega-ombs.ca](mailto:ombuds.ent.nts@omega-ombs.ca)

**CHECK THE APPROPRIATE BOX**

- I wish to report a situation of sexual violence
- I wish to lodge a complaint about a situation of sexual violence
- I am a witness to a situation of sexual violence

Date of the incident: \_\_\_\_\_

Location of the incident: \_\_\_\_\_

**SURVIVOR/VICTIM, COMPLAINANT, OR WITNESS INFORMATION**

First and last name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Province: \_\_\_\_\_

Postal code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**OR**

I wish to remain anonymous (check box):

**INFORMATION ON THE RESPONDENT**

First and last name: \_\_\_\_\_

Title or position: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Is there another person involved in the incident?  Yes  No

If yes, the name of that person: \_\_\_\_\_

Relationship of that person to the respondent: \_\_\_\_\_







**POLICY**  
**To Prevent and Fight Sexual Violence**

Do you have any documented proof or evidence that show sexual violence has taken place?

Yes  No

If yes, what is it?

---

---

What impact have the act(s) of sexual violence had on you?

---

---

---

---

---

\_\_\_\_\_  
Signature of the survivor/victim, complainant, or witness

\_\_\_\_\_  
Date

**THANK YOU FOR COMPLETING THIS FORM.**

**CONFIDENTIALITY:** Rest assured that we will treat your disclosure or complaint in confidence and confidentiality.

**PROCESSING TIME:** In accordance with our Policy to Prevent and Combat Sexual Violence and the Act, the Ombudsperson will promptly process a disclosure within a period not exceeding seven (7) days and a plant within a period not exceeding ninety (90) days.



APPENDIX D

**CONFIDENTIALITY AGREEMENT WHEN DISCLOSING OR FILING A COMPLAINT OF SEXUAL VIOLENCE**

All persons involved in the process of handling a disclosure or complaint shall ensure discretion and shall not discuss the facts surrounding the disclosure or complaint with colleagues or other persons, except for purposes specifically authorized under *The Act* and the Policy, or for consultation with a professional providing psychological support<sup>3</sup>, is applicable.

Any breach of confidentiality that interferes with the handling of a complaint or is prejudicial to or against one of the parties concerned may be subject to administrative or disciplinary measures.

The investigation report is confidential and may at no point be released to the parties concerned, including their support, representatives, and witnesses, except under order of a court of competent jurisdiction.

**In witness whereof, all persons involved in the process of a disclosure or complaint of sexual violence, have read and accept to the provisions of this agreement.**

**Survivor/Victim**       **Complainant**

First and last name:

\_\_\_\_\_

Title or position:

\_\_\_\_\_

Date:

\_\_\_\_\_

Signature:

\_\_\_\_\_

**The School's Ombudsperson**

First and last name:

\_\_\_\_\_

Date:

\_\_\_\_\_

Signature:

\_\_\_\_\_

**Survivor/Victim**       **Complainant**

First and last name:

\_\_\_\_\_

Title or position:

\_\_\_\_\_

Date:

\_\_\_\_\_

Signature:

\_\_\_\_\_

**The School's CEO**

First and last name:

\_\_\_\_\_

Date:

\_\_\_\_\_

Signature:

\_\_\_\_\_

<sup>3</sup> Psychological support providers must be bound by professional confidentiality.



APPENDIX E

**DISCLOSURE FORM OF AN INTIMATE RELATIONSHIP FOR A PERSON  
IN A PEDAGOGICAL RELATIONSHIP OR POSITION OF AUTHORITY**

I hereby wish to disclose to the National Theatre School an intimate or romantic relationship<sup>4</sup> with a student that began prior to the present pedagogical relationship or position of authority, or before the implementation of the current Policy.

In accordance with the Policy, the School shall take appropriate measures that are in the best interest of the student.

Name of the subject of this disclosure: \_\_\_\_\_

Date that the intimate or romantic relationship began: \_\_\_\_\_

\_\_\_\_\_

Signature

\_\_\_\_\_

Signature

\_\_\_\_\_

Name (person disclosing the information)

\_\_\_\_\_

Name (NTS Associate Director of HR)

\_\_\_\_\_

Date

\_\_\_\_\_

Date

<sup>4</sup> As defined in section 4 of the Policy to Prevent and Respond to Sexual Violence, which defines intimate relationships as including "both romantic and sexual relationships".



ÉCOLE  
NATIONALE  
DE THÉÂTRE  
DU CANADA

NATIONAL  
THEATRE  
SCHOOL  
OF CANADA

## POLICY

### To Prevent and Fight Sexual Violence

#### APPENDIX F



ÉCOLE  
NATIONALE  
DE THÉÂTRE  
DU CANADA

NATIONAL  
THEATRE  
SCHOOL  
OF CANADA

#### ACKNOWLEDGEMENT OF RECEIPT - COMPLIANCE WITH THE LAW

The NTS is committed to no tolerance of any form of sexual violence, harassment, or inappropriate behaviour in the workplace or during its activities. We all have a personal obligation to respect the policies in place and everyone's collaboration is important to maintain a healthy and enjoyable environment!

I, \_\_\_\_\_, certify that I have been informed of the adoption of the NTS *Policy to Prevent and Fight Sexual Violence*, have received a copy of the Policy, and will comply with it, as required by law.

The policy will also be available electronically on the School's website for consultation at any time.

Signed in \_\_\_\_\_ on \_\_\_\_\_  
(city) (DD/MM/YY)

\_\_\_\_\_  
(signature)