



***POLICY TO PREVENT AND FIGHT
SEXUAL VIOLENCE***

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*English version and amended French version approved by the Board of Directors November 9, 2019

POLICY TO PREVENT AND FIGHT SEXUAL VIOLENCE

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 (see Definitions section) feels safe and free from sexual violence, which are not 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NTS reserves the right to intervene at any time—whether a complaint has been lodged or withdrawn—if there is reason to believe that a violation of the Policy has taken place.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, at either of the two pavilions.

The Policy also applies to any off-campus pedagogical, social, or other activity organized by NTS or Monument-National, 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/victim

Under the Policy, “disclosure” means that a person alleges that they have experienced sexual violence. This individual is referred to as the “survivor/victim.” 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, Artistic Directors of the French and English sections, as well as the members of the NTS Board of Directors.

Staff members

All individuals employed by NTS (whether permanent, contractual, or temporary), including at M-N.

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.

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.

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.

Person responsible for intervention and prevention

The NTS Student Services Manager supports the Ombudsperson and is responsible for intervention and prevention. The Manager informs students about the Policy and the procedures for disclosures, reports, and complaints. 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 in a position 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 pavilion).

Intimate relationships

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

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.

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 to be 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, in particular, 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. Enter into an intimate relationship with an NTS student when in a position of authority, subject to Article 10.

7- ROLES AND RESPONSIBILITIES

7.1 All members of the NTS community

All 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

- Provide support and refer individuals implicated in the reports, disclosures, or complaints to the appropriate resources or services, as the case may be;
- Receive and analyze all reports, disclosures, or complaints related to sexual violence in a confidential, respectful, and impartial manner;
- Provide information about the Policy and the procedures for reporting, disclosures, and complaints;
- Conduct an analysis of the admissibility of complaints, in accordance with the role and responsibilities of the Ombudsperson, and carry out further investigations, as the case may be;
- Participate in organizing mandatory annual prevention, awareness-raising, and training activities related to sexual violence for NTS executives, staff members, and student representatives;
- Liaise with the relevant NTS executives;
- Ensure compliance with *The Act* in terms of requirements for prevention and awareness-raising activities, and training obligations;
- Prepare and present accountability documentation.

7.4 Person responsible for intervention and prevention

- Provide information about the Policy and procedures for reporting, disclosures, and complaints;
- Provide the needed listening and support to the students involved 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 for NTS student representatives;
- Establish partnerships with external expert resources (e.g. CALACS) and other relevant resources, as needed;
- Ensure compliance with *The Act* in terms of requirements for prevention and awareness-raising activities, and student training;

- Prepare accountability documentation in collaboration with the Ombudsperson.

7.5 Standing Committee on Prevention

NTS has a standing committee composed of at least one student, one executive, and one staff member to develop, revise, and ensure the implementation of the Policy. Furthermore, this committee establishes a procedure to ensure that students, NTS executives, and staff are consulted over the course of this development or revision.

The Standing Committee's mandate includes:

- Promoting a safe and healthy learning environment;
- Disseminating and promoting the Policy among students and staff;
- Providing information, awareness-raising, and training activities on issues covered by the Policy;
- Annually evaluating the safety measures in place at NTS to determine their effectiveness, and to provide the necessary adjustments and updates.

8- PREVENTION, AWARENESS-RAISING, AND TRAINING ACTIVITIES FOR FIGHTING SEXUAL VIOLENCE

In order to promote awareness and counter sexual violence, NTS organizes and provides awareness-raising 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-RAISING AND PREVENTION ACTIVITIES

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

These awareness-raising and prevention activities are also applied to activities geared to students and staff that may present a greater risk, such as those where alcohol is served and orientation activities. Organizers of these events are responsible for ensuring that precautionary measures are taken and the Policy is followed.

8.2 TRAINING ACTIVITIES

NTS is responsible for prevention and mandatory annual training on sexual violence for executives, staff, instructors, and student representatives as well as all students.

9- SECURITY MEASURES TO FIGHT SEXUAL VIOLENCE

NTS periodically reviews the security features at its campuses, in particular in terms of lighting, the locking of doors, and physical surveillance.

NTS supports, as much as possible, any initiatives aimed at improving the safety and sense of security on its premises and immediate surroundings, whether they are proposed by groups, organizations, or individual members of its community. The NTS Health and Safety Committee is informed or involved in providing better security measures, as the case may be.

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, a past romantic, intimate, or sexual relationship with a student precludes a person from subsequently holding a position of authority or pedagogical influence over that student, even if the relationship has ended. The responsibility for declaring such a relationship falls to the person in the position of authority (See Appendix E), who is required to advise the Human Resources Manager so that the latter may take the necessary steps to end the pedagogical influence or position of authority.

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 romantic, intimate, or sexual relations with a person in a position of authority or pedagogical influence, even if those relations took place before the implementation of the Policy, or if they are in violation of the 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 training staff 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 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 person responsible for intervention and prevention must meet with the person providing the information and listen to what they have to say. Then, the Ombudsperson or person responsible for intervention and prevention evaluates the

situation and identifies the appropriate course of action in collaboration with the person providing the information. This action could 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, and within a maximum of seven (7) days. They must also follow up with the person providing the information in order to let them know that the situation is being addressed. The person who provided the information 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 or 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 (with no limitation related to the last occurrence of the alleged acts).

The complaint must be made in writing, but may be made verbally in advance (pending a written report), and provide the nature of the allegations, the name of 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 accurate 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.

In the event that the person responsible for intervention and prevention is the subject of the complaint, the Ombudsperson will analyze the admissibility of the complaint. In the event that the CEO is the subject of the complaint, the Ombudsperson will carry out the analysis and forward the results to the Chairperson 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 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/victim.

Once a course of action is determined, the Ombudsperson (or 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

The Ombudsperson prepares an assessment of admissibility of the complaint as soon as possible.

A complaint is admissible if, at first glance, the alleged facts and supporting evidence sufficiently present a situation of sexual violence to justify proceeding with the complaint.

If the complaint is judged non-admissible under the 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 the case may be.

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

- Propose mediation if deemed relevant and accepted by the parties;
 - If mediation is successful, it will lead to a confidential agreement and the investigation is cancelled.
 - If mediation fails, NTS will conduct an investigation (note that the investigation period is suspended during mediation).
- Accommodate the individuals involved, such as by the measures set out in Article 11.1.2.i;
- The CEO may then appoint the Ombudsperson to conduct an investigation to obtain any additional information needed to assess the merit 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 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 a third party, depending on the circumstances.

A person who maliciously makes an unjustified disclosure, report, or complaint for the purpose of harming someone may also face sanctions from NTS, including expulsion or dismissal.

13- MEASURES TO PROTECT AGAINST RETALIATION

NTS has measures in place to protect those who report, disclose, or file complaints from the risk of retaliation. Under the Policy, threats of retaliation are considered acts of retaliation. Retaliation may have also taken place prior to a complaint, report, or disclosure.

Retaliation can take many forms, none of which is tolerated at NTS. Any such action is considered a serious violation of the Policy and will be dealt with accordingly.

14- CONFIDENTIALITY AND DISCLOSURE OF NECESSARY INFORMATION TO ENSURE SAFETY

From the outset of the reporting, disclosure, or complaint process, the individuals involved agree in writing to refrain from discussing the facts surrounding the report, disclosure, or complaint with colleagues or other people, except for purposes authorized by law or the Policy, or for consultation with a counsellor or representative, as the case may be.

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, except under order of a court of competent jurisdiction.

In cases where NTS decides to impose sanctions on a person named in a complaint, the nature of the sanctions is not disclosed to the person who filed the complaint.

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. For the person accused of sexual violence, this information is only included in their record once an administrative or disciplinary decision has been reached.

15- ACCOUNTABILITY MEASURES

In compliance with the law, NTS reports on the application of the Policy to the Ministry of Education at least once a year. This reporting includes the following elements:

- Prevention and awareness-raising activities put in place, including training sessions provided to students;
- Training activities taken by the NTS executives, staff, and student representatives;
- Security measures implemented;
- The number of disclosures, reports, and complaints received as well as the time it took to process them;
- Any interventions and the nature of the sanctions applied;
- The consultation process used in drafting or updating the Policy, as the case may be.

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.

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!

www.harcelementsexuel.ca



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 / Tel. **514 716-6468** / 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
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
Montreal: **514 529-5252** / Toll-free: **1 877 717-5252**
Centres against sexual assault.

Interligne (Specifically for LGBTQ+ communities)

interligne.qc.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. (1560, 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
Responsible for intervention and prevention
Manager, Student Services

APPENDIX B

SUMMARY OF THE PROCEDURES RELATING TO DISCLOSURES AND COMPLAINTS



**SEXUAL VIOLENCE
DISCLOSURE OR COMPLAINT FORM**

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

Caroline Lemay
Tel: 514 716-6468
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

SURVIVOR/VICTIM, COMPLAINANT, OR WITNESS INFORMATION

First and last name: _____
Address: _____
City: _____
Province: _____
Postal code: _____
Telephone: _____
Email: _____

Date of the incident: _____
Location of the incident: _____

OR

I wish to remain anonymous (check box):

Were there other people involved in whatever capacity or witnesses to the action(s)? If yes, please provide their name(s) and position(s):

First and last name: _____

Position: _____

First and last name: _____

Position: _____

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 filling out this form as it will help us ensure the confidentiality of the disclosure or complaint. In accordance with our Policy and *The Act*, the Ombudsperson will promptly handle disclosure reports within a period not exceeding seven (7) days, and complaints within 90 days.

APPENDIX D

CONFIDENTIALITY AGREEMENT

Disclosure or Complaint

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 support¹, as the case may be.

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: _____

Survivor/Victim **Complainant**

First and last name: _____

Title or position: _____

Date: _____

Signature: _____

The School's Ombudsperson

First and last name: _____

Title or position: _____

Date: _____

Signature: _____

The School's CEO

First and last name: _____

Date: _____

Signature: _____

¹ Psychological support providers must be bound by professional confidentiality.

APPENDIX E

***DISCLOSURE FORM 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 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

Name (person disclosing the information)

Date

Signature

Name (NTS HR Lead Manager)

Date



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 the course of 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 _____, 2020
(city) (date)

(signature)