

Toronto Arts Council & Foundation

Onsite Event Safe Practices Guidelines

Purpose

Toronto Arts Council & Foundation (TAC/F) are committed to providing a safe, comfortable and enjoyable experience for guests at all our events. To achieve this goal, we require our staff to conduct themselves respectfully and professionally as representatives of the organization, and in accordance with the TAC/F's [equity framework](#). When working an event, staff are asked to follow their assigned event duties as prescribed or, alternatively, act as ambassadors and liaisons to guests and the public when no specific duties are assigned.

Guidelines for Staff Conduct at TAC/F Events

I. Working an Event

- a. Staff are asked to work events in accordance with TAC/F's previously communicated guidelines for staff participation and attendance at events.
- b. Staff who are assigned official roles at events will also be assigned event "shifts" – meaning start and end times to their required work at events. During shifts, staff must fully abide by these guidelines.
- c. When staff are attending events and NOT required to work, they will be considered guests. However, even when staff attend TAC/F events as guests, they must conduct themselves professionally and in accordance with the spirit of this policy, given their behaviour still reflects on TAC/F.
- d. Whether staff are on shift or attending as a guest, staff are subject to all TAC/F policies outlined in the staff handbook, Event Guest Code of Conduct and Equity Framework. This applies when attending other community and public events as a representative of TAC/F.
- e. A staff member who has completed their shift is welcome to remain at the event and participate. Staff will be released from their shift prior to the conclusion of their shift by the event lead or their supervisor. When released, they are considered guests.
- f. Staff at all levels of the organization are encouraged to readily volunteer to support an event, to ensure equitable distribution of duties, and equitable ability of staff at all levels of the organization to elect to attend as guests.
- g. Staff may be asked or required to work events as part of their job duties, as assigned by their supervisor, or as requested by their supervisor when required.

II. Alcohol & Refreshment Consumption

- a. Staff working the event or attending as a guest must partake responsibly in the consumption of alcoholic beverages and must retain the ability to always work safely and professionally. Generally, staff are encouraged not to drink alcoholic beverages unless their event duties relate to guest entertainment and hosting might reasonably call for the moderate consumption of alcohol.
- b. Staff who have duties that require significant physical or mental effort at events must not consume alcohol during their defined shifts.

- c. Staff are encouraged to enjoy non-alcoholic refreshments and food. TAC/F will make every effort to provide non-alcoholic refreshments and food for staff working an event.

Prohibited Behaviours

- a. Carrying, displaying or using any real or simulated weapons of any kind (including toy guns or other weapons), excluding apparel related to a person's religion or ethnocultural background.
- b. Violating any laws or regulations of the venue, the City of Toronto, Ontario, and/or Canada.
- c. Using abusive language or obscene gestures, including and especially language that includes slurs, discriminatory language related to an individual's identity, or hate speech.

III. Safety

- a. Staff who are working a TAC/F event, attending a TAC/F event as a guest, or attending an external event as an official part of their role at TAC/F, understand that TAC/F will make every effort to mitigate the possibility of exclusion, marginalization, injustice, harassment, discrimination and violence.
- b. At all TAC/F events where alcohol is being served and/or where the public are invited, an onsite point (or multiple points) of contact for the purposes of staff and guest safety and security will be appointed; by default, all members of the organization's leadership team as well as the event lead will be considered points of contact when not otherwise prescribed.
- c. Staff are asked to report violations of TAC/F's equity framework, guest code of conduct, or its staff anti-harassment policies to the onsite point(s) of contact immediately upon observation of a violation.
- d. Onsite safety points of contact are required to take immediate disciplinary action, as outlined below, with the guidance of a member of the leadership team when required.
- e. Staff can request accommodations, when required, as part of TAC/F's equity and access policies and in accordance with appropriate HR guidelines and supervisory approval.

Disciplinary Action

Violation of these guidelines, or any of the staff policies, may result in consequences including, but not limited to:

- Removal from, or refusal of admission to, event premises.
- Future prohibition of the ability to attend TAC/F events as a guest
- Verbal or written warnings in accordance with TAC/F's disciplinary policies outlined in its employee handbook or in employment contracts
- Escalating discipline in accordance with TAC/F's disciplinary policies outlined in its employee handbook or in employment contracts

Guest Code of Conduct

Purpose

I. Toronto Arts Council & Foundation (TAC/F) are committed to providing a safe, comfortable and enjoyable experience for guests at all our events. To achieve this goal, we ask that our guests conduct themselves responsibly and respectfully, and in accordance with the terms of this Code of Conduct, developed based on TAC/F's [equity framework](#). We are committed to delivering an exceptional experience for all and thank guests in advance for their compliance.

Conduct at TAC/F Events

II. For the enjoyment and safety of all, the following behaviours are prohibited:

- a. Failing to follow the instructions of TAC/F employees, board members or volunteers, including and especially refusal to follow safety, equity, or access instructions.
- b. Failing to create a space free of exclusion, marginalization, injustice, harassment, discrimination and violence. Prohibited behaviours include non-consensual/unwanted touching or attention; unwanted sexually suggestive comments or otherwise unwanted sexually suggestive behaviours.
- c. Damaging or removing TAC/F property (or the property of host venues, partners, or artists).
- d. Carrying, displaying or using any real or simulated weapons of any kind (including toy guns or other weapons), excluding apparel related to a person's religion or ethnocultural background.
- f. Loitering or behaving in a way that is in violation of any laws or regulations of the venue, the City of Toronto, Ontario, and/or Canada.
- g. Using abusive language or obscene gestures, including and especially language that includes slurs, discriminatory language related to an individual's identity, or hate speech.

Resulting Action

III. Violation of this Code of Conduct may result in removal from, or refusal of admission to, event premises, without a refund or other compensation. TAC/F may also pursue any remedies available to it upon violation of this Code of Conduct, including any actions required by law, bans from attending future events, or other actions as appropriate and determined by TAC/F's Director & CEO.