



International Festival of Films on Art
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Subject: Policy on Respect and Violence in the Workplace

Preamble

The International Festival of Films on Art is committed to providing its staff and clients with a safe workplace where everyone is respected. No one in our organization - whether manager, employee, volunteer, guest or member of the public - should tolerate harassment, discrimination, intimidation or exploitation, at any time and for any reason. Conversely, no one has the right to harass, discriminate or exploit anyone, at work or in any employment-related situation. Our workplace must be a respectful one for each and every one of us.

Discrimination, harassment, intimidation and exploitation are practices prohibited by the Charter of Human Rights and Freedoms. The Criminal Code punishes physical and sexual assault. Consequently, the International Festival of Films on Art will not tolerate any form of discrimination or other prohibited practice. Sanctions up to and including dismissal will be taken against anyone found to have harassed a person or group of people.

The International Festival of Films on Art is committed to taking all complaints seriously, whether they are made informally or formally. We are committed to ensuring that all complaints are dealt with promptly, confidentially and fairly.

Application

The policy applies to everyone who works for FIFA, whether on a permanent or temporary basis, including managers, students, interns, volunteers and suppliers of goods and services.

Corrective Action

Administrative or disciplinary measures, up to and including dismissal, may be imposed on employees, freelancers and volunteers working at FIFA in the event of a breach following a complaint lodged under this policy.

Definition: harassment

Harassment is defined as vexatious behavior that can reasonably be expected to be unwelcome. This includes discriminatory behavior based on age, sex, race, color, religion, creed, origin, marital status, family status, pregnancy, sexual orientation, disability or income,



when such behavior is of the nature of an insult or violates the dignity of the individual by causing embarrassment, humiliation or discomfort.

What constitutes harassment is often a matter of perception and interpretation. In general, harassment will be deemed to have occurred if the person knows, or ought reasonably to know, that the behavior is inappropriate and unwelcome.

Harassment includes unwanted sexual advances and physical contact, jokes of a sexual nature, derogatory drawings, promises and threats to obtain sexual favors, racist jokes, insults, sarcasm, repeated words, acts or gestures that are hostile and intimidating. An isolated incident can constitute harassment if it has an ongoing harmful effect on a person.

Definition: Workplace

The workplace is defined as the premises, offices, rest rooms, toilets, parking lots, outdoor areas and other areas where people are present in the course of their work for FIFA.

Harassment is unacceptable workplace behavior when it occurs in work-related contexts such as business travel, FIFA representation activities and work-related social events.

Responsibilities

The Board of Directors and management are responsible for:

- Developing policies and procedures designed to prevent violence and harassment in the workplace;
- Ensuring that FIFA complies with its legal obligations regarding violence and harassment in the workplace;
- Ensure that everyone working at FIFA is aware of the importance of preventing violence and harassment, and of the complaint management procedure set out in this policy;
- Impose corrective measures on anyone who fails to comply with the policy.

Complaint Advisors are responsible for:

- Receiving complaints;
- Advising and assisting the complainant;
- Handling all situations brought to their attention with care and promptness, in compliance with applicable laws and this policy;
- Keep records of all complaints;
- Report to the Board of Directors.

People working at FIFA are responsible for the following:

- Behaving in a professional and respectful manner, and avoiding any behavior likely to constitute harassment;
- Report to a counsellor any situation of harassment or violence (including domestic violence) brought to their attention;



- Take all appropriate measures to ensure that a situation of harassment or violence ceases as soon as it is brought to their attention;
- Take all necessary measures to protect the individual subjected to harassment or violence;
- Collaborate in the complaint handling process when asked to do so.

Complaint handling procedure

To protect the interests of all parties, all complaints (including interview records, investigation results and other information) will be kept confidential to the extent possible. It may, however, be disclosed when required by law or when necessary to comply with this policy.

Obligation of the complainant :

A person who believes that he or she has been the victim of harassment or violence is encouraged to inform the person engaging in such behavior that the behavior must cease immediately.

When circumstances do not allow the complainant to speak directly to the individual whose behavior is unacceptable, or when there is a recurrence, the complainant should seek the advice of a counselor.

A complaint lodged in bad faith constitutes misconduct that could be sanctioned by corrective measures up to and including dismissal.

A complaint form is available but is not mandatory for filing a complaint.

Possible outcomes of a complaint :

a) No harassment

If, after discussion with the advisor, the complainant agrees that the unpleasant behavior does not constitute harassment, the advisor will take no further action but may keep a file if deemed appropriate.

b) Mediation

If, after discussion with the advisor, the complainant wishes to pursue the complaint process, and if the parties involved are open to mediation, the advisor may conduct a mediation meeting between them. The advisor will document the meeting and report back to the Board of Directors.

c) Investigation

If the parties involved do not wish to participate in a mediation meeting, or if the mediation meeting proves insufficient to resolve the situation to the complainant's satisfaction, the advisor will

- Carry out an investigation based on discussions with the parties involved and witnesses, and on the evidence available. The investigation should be carried out diligently (as required



under the circumstances), impartially, based on the facts and adapted if necessary to the specific needs of the complainant and the person against whom the complaint is directed;

- Formulate a conclusion regarding a possible breach of this policy;
- Insofar as possible, find a solution that is acceptable and realistic for both parties and for FIFA;
- Keep a record of the incident and its outcome. The file will be kept confidential by FIFA;
- Report to the Board of Directors.

Follow-up with the parties involved and share the findings with the Board of Directors.

If the report confirms that the complaint is well-founded, the Board of Directors will decide what corrective action to take with regard to the person against whom the complaint has been lodged. Such action will be recorded in the file of the person concerned for as long as the Board of Directors deems appropriate.

The following persons have agreed to act as advisors in the application of this policy:

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