

GALLERY 44 CENTRE FOR CONTEMPORARY PHOTOGRAPHY

Equity Policy

Sponsor:	Board of Directors
Summary:	Defines equity and describes Gallery 44's commitment to equity principles and the approved processes for ensuring compliance and complaints procedures.

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1. Introduction and Statement of Commitment

Gallery 44 is committed to principles of equity and diversity in the workplace and in our programs. Employment equity is a principle at the core of Gallery 44's overall mandate as a community leader and as an artist-run centre. Gallery 44 is committed to promoting employment equity and diversity within our exhibitions, public and education programs and membership and to ensuring there is equal opportunity and equitable representation in employment for all current and potential staff and partners.

Gallery 44 is located in the City of Toronto. The City of Toronto is made up of people from diverse communities and equity-seeking groups.¹ Gallery 44 recognizes that the changing nature of the population has implications in terms of delivering and/or providing access to its services (e.g. programming, activities, etc.). We recognize that barriers to services exist for members of diverse communities, particularly for equity-seeking groups, and we are committed to acting as a positive force in eliminating these barriers.

To achieve this, Gallery 44 will:

- Ensure that diverse communities have equitable access to its services, resources and decision-making.
- Be non-discriminatory and promote the goals of anti-racism, access and equity; and
- Take reasonable steps to ensure its services, programs and decision-making reflect the community it serves.

Gallery 44 prohibits discrimination or harassment and protects the right to be free from hate activity based on age, ancestry, citizenship, creed (religion), disability, ethnic origin, family status, gender identity, level of literacy, marital status, place of origin, membership in a union or staff association, political affiliation, race, receipt of public assistance, record of offences, sex, sexual orientation or any other personal characteristic by or within the organization.

2. Scope

This policy applies to all activities and services provided by Gallery 44.

3. Definitions

Anti-racism: a set of practices and systems designed to eliminate racism. Racism includes racist ideologies, prejudiced attitudes, discriminatory behaviours, structural arrangements and institutionalized practices resulting in racial inequality as well as the fallacious notion that discriminatory relations between groups are morally and scientifically justifiable.

Access: the ability of or extents to which communities or residents can attain needed services and achieve full participation in the planning, development, administration and delivery of those services. Access includes client access and organizational access.

Equity: practices designed to remove systemic barriers to equality of outcome by identifying and eliminating discriminatory policies and practices.

Discrimination: the act of treating a person unequally by imposing unequal burdens or denying benefits, rather than treating a person fairly on the basis of individual merit. Discrimination is usually based upon personal prejudices and stereotypical assumptions related to at least one of the grounds set out in this Policy. It is not necessary to have intent to discriminate under the Code. Workplace rules, policies, procedures, requirements, qualifications or factors may not be

¹ For the purposes of this policy, equity-seeking groups include Indigenous people, women, people with disabilities, racial minorities, youth, the socio-economically disadvantaged, lesbian, gay, bisexual, and transgendered persons.

directly or intentionally discriminatory but may nonetheless have an adverse effect. This may create barriers to achievement and opportunity.

Harassment: a course of conduct of comments or actions that are unwelcome or should be known to be unwelcome. A person has the right to be free of humiliating or harassing behaviour that is based on one or more grounds in the Code.

4. Policy and Actions on Anti-Racism, Access & Equity

4.1 Governance

Gallery 44 is committed to achieving representation of the diversity of the Toronto community on its Board of Directors by ensuring that it has an equitable and transparent nominations process, which is communicated to all members, and that members are committed to outreach beyond the current membership if necessary to achieve this goal.

To achieve this commitment Gallery 44 will undertake the following:

- Annually the board will undertake as part of its competency self-assessment, an evaluation of the diversity represented on the Board;
- The Board's Governance and Nominating Committee, with the assistance of other Board and staff members will solicit active members to stand for the Board *with the objective of creating a Board which represents people from diverse communities;
- Distribute nomination forms to all of G44's members and welcome every member to nominate other members or to stand for the Board themselves; and
- Seek community board members from the larger arts and cultural community.

*Gallery 44's Board is made up of nine members. Seven are elected from within the membership and two from the larger arts and cultural community, in accordance with our Bylaw. Board members have to have been a member for at least one year. To ensure that we are reaching a broad audience we will continue to promote our membership and programs through paid advertising and national mailings. We will also research and compose a mailing list of diverse cultural communities, and undertake special mailing campaigns to promote Gallery 44 membership and programs (this will be undertaken annually).

4.2 Employment and Recruiting

Gallery 44 is committed to achieving representation of equity seeking groups on its staff by ensuring that members of equity seeking communities have equitable access to employment. This includes recruitment, selection, staff development, performance evaluation, retention and promotion.

To achieve this commitment Gallery 44 will undertake the following:

- Adhere to the equitable treatment of all Gallery 44 staff as outlined in the Human Resources Policy which reads as follows:

Gallery 44 recognizes that all persons have the right to be treated with respect both as valued members of their particular communities and of society in general. More specifically, Gallery 44 is willing to do its utmost to ensure that its employees and

members:

- *Have their creative pursuits and needs for creative production respected;*
- *Have the opportunity to be active, contributing members of their communities;*
- *Are recognized as individuals. each with the ability to make unique and valuable contributions regardless of race, gender, creed, sexual orientation, age or disability in accordance with the provisions of the Human Rights Code; and*
- *Are not discriminated against on the basis of their particular lifestyle choices.*
- Ensure that our recruitment reaches a wide range of people in the community by advertising our job postings widely in the community through a national mailing to other arts organizations.
- Promote our job postings through paid advertising. Although we wish to purchase more paid advertising our budget generally allows us to purchase only one ad to promote a job position.
- Use our specially developed mailing list of diverse cultural communities to promote employment opportunities at Gallery 44.
- Undertake annual staff reviews under the supervision of the Personnel Committee (a Board committee) to ensure that staff has a channel to address any concerns they may have about their jobs.

4.3 Workplace Environment

Gallery 44 is committed to maintaining an environment where all individuals are treated with dignity and respect and are free from all forms of discriminatory treatment, behaviour or practice. Discrimination, harassment, violence, and any other form of discriminatory practices will not be tolerated by Gallery 44. Discrimination does not have to be intentional. It can result from practices or policies that appear to be neutral but, in reality, have a negative effect on groups or individuals based on race, religion, gender, and any other additional factors.

Gallery 44 will achieve this commitment by maintaining the goals of anti-discrimination as outlined in our personnel policy and will take action to deal with any complaints or actions which are deemed discriminatory (as outlined in the Complaint Procedure outlined below).

4.4 Services

Gallery 44 is committed to ensuring that its services and programs are accessible to diverse communities. This involves ongoing reviews of current outreach, communications, program planning and evaluation, to ensure goals are being met.

Over its extended history, Gallery 44 has sought to be a valuable and effective community organization, offering services and programs to diverse groups from young students, community groups and practicing artists. This includes such programs as OUTREACH, PROOF (an exhibition of emerging artists), and working in collaboration with community organizations on exhibitions and in the use of our production facilities.

To achieve this commitment Gallery 44 has undertaken or will undertake the following:

- The Board has committed to continuing and expanding programs that serve a broad range of people in our community. Gallery 44 annually re-asses strategies for outreach, community partnerships and resource allocation to ensure equitable practices are being maintained;
- The Board of Directors actively reviews policies, including Gallery 44's Human Resources Policy and Accessibility Policy, to ensure that the organization's governance, administration and programming practices are equitable, transparent and inclusive; and
- Gallery 44 maintains active committees for each area of programming and governance that consist of members of Gallery 44 and the larger arts and cultural community to ensure our programs and internal practices are driven by a diversity of perspectives and community groups.

In addition, Gallery 44 will take into consideration provision of services to low-income persons, families living in poverty and equity-seeking communities.

To support this commitment Gallery will undertake the following:

- Gallery 44 is committed to continuing to find funding to support its OUTREACH program which provides free photo-education to youth from underserved communities working in tandem with diverse community organizations including: Silent Voice Canada, Beat-the-Street, Seventh Generation Image Makers, SKETCH, Regent Park Community Coalition Against Substance Abuse, Leave Out Violence and many more. This program annually supports over 50 youth in assisting to grow their technical and conceptual skills through access to Gallery 44's facilities and to dedicated mentors who run each workshop session.
- We are committed to making as many of our programs and services, barrier free, free or as low-cost as possible. This includes free attendance to gallery exhibitions, artist talks and tours.
- We continue to keep our fees low for use of the following services; darkroom production facilities for member-artists and for non-profit community groups, fees for our CameraReach photography workshop in the schools program and our weekend workshop program.
- We will continue to mount an annual non-juried exhibition for Elementary and High School students entitled CameraLinks.

4.5 Training and Education

Gallery 44 is committed to ensuring that those involved in the delivery of services and programs have the knowledge, understanding and skills to work with and provide services to members of diverse communities, particularly equity-seeking communities.

To achieve this commitment Gallery 44 has undertaken the following:

- The Board and staff participate in strategic planning sessions every two to three years. The outcome of the plan is monitored quarterly. Part of Gallery 44's strategic plan includes an environmental scan and risk assessment exercise to ensure Gallery 44's priorities are guided by in-depth knowledge of the conditions that exist locally and

nationally for arts organizations. The strategic plan includes a commitment to reviews of equity practices.

- Staff members receive financial support and flexible schedules from Gallery 44 to attend training sessions, professional development opportunities, and community events in order to support our outreach and community-building strategies.

4.6 Information and Communications

Gallery 44 is committed to ensuring that all of its communications, including information on its services and programs, are accessible to diverse communities.

5. Human Rights Complaint Procedure

5.1 Definitions

Complainant: the individual alleging the discriminatory treatment or behavior.

Respondent: the individual against whom the allegation of discrimination is made.

Employee: for the purpose of this policy, the term employee includes employees, volunteers, contractors and consultants working with Gallery 44.

5.2 Right to Complain

Individuals have the right to complain about situations they believe to be discriminatory or harassing in nature.

This policy prohibits reprisals against employees because they have complained or have provided information regarding a complaint. Alleged reprisals are subject to the same complaints procedures and penalties as complaints of discrimination.

5.3 Avenues of Complaint

The following internal procedure is available to individuals to resolve complaints of discrimination. Parties also have recourse to the Ontario Human Rights Commission (OHRC); however, once a grievance is filed with OHRC, the internal procedure is not an option.

Complaints will be dealt with by the Executive Director. Where appropriate, the Executive Director will consult with the Board of Directors.

All situations in which the Executive Director has been named in a complaint will be dealt with directly by the President of the Board of Directors in consultation with the Board of Directors.

5.4 Reporting a Complaint

Although individuals may first choose to make a verbal complaint, a written summary of the incident will be required. **Complaints should be reported as soon as possible. If the complaint is delayed beyond three months, the complainant should outline the reason for the delay in reporting the incident(s).**

A letter of complaint should contain a brief account of the offensive incident(s), when it occurred, the person(s) involved and the names of witnesses, if any. The letter should be signed and dated by the complainant.

5.5 Investigation

Within three working days of receiving a complaint, the Executive Director and/or President of the Board of Directors (investigators) must initiate the investigation process, which includes interviews with complainant/s, respondent/s and witnesses.

As soon as possible after receiving the complaint, the Executive Director will notify the individual(s) being named in the complaint. All individuals named in the complaint have a right to reply to the allegations against them.

5.6 Settlement and Mediation

With the consent of the complainant and the respondent, the investigators may attempt to mediate a settlement of a complaint at any point prior to or during an investigation.

Every effort will be made to reach a settlement satisfactory to the complainant and the respondent. An external mediator may be included in the process if necessary.

5.7 Confidentiality

All individuals involved with a complaint must ensure the matter remains confidential.

The investigator will release information only on a need-to-know basis. Whenever possible, investigation reports are presented in a summary format without the names of witnesses.

5.8 Findings and Recommendations

Once the investigation is complete, the investigators will prepare a written report summarizing investigation findings.

5.9 Final Decision and Remedy

The individual(s) who filed the complaint and those named in the complaint have the right to review and comment on the investigation findings with the Executive Director or the President of the Board of Directors.

A response to a founded *complaint* could include remedial action ranging from:

- requiring the respondent to provide a verbal or written apology;
- giving a verbal or written reprimand with a copy to the respondent's personnel file;
- dismissal of the respondent;
- police involvement

If the findings do not support the complaint, Gallery 44 might:

- make a recommendation for training or better communications; or
- recommend that no further action is necessary.

It may be that no action is taken against the respondent, but there might be a need for some management or systemic activity.

A person who is found to have made a frivolous or vexatious complaint may be subject to disciplinary action.

6. Records

When remedial action requires discipline of an employee, a record of the disciplinary action will be placed in an individual's personnel file. All other records of the investigation will be kept separate and apart from the personnel file.

7. Linked Policies

Bylaws, Human Resources Policy, Code-of-Conduct and Ethics Policy, Conflict-of-Interest (see Governance Handbook for examples)

8. Policy Review

This Policy shall be reviewed by the Governance Committee every three years. Amendments to the Policy will be approved by the Board of Directors.

9. History

Effective date: July 18, 2017

Approval dates: 2002, July 18, 2017

Next date for review: Summer 2020