



Anti-Harassment Statement and Policy

Including: Procedure to report incidents of harassment or discrimination

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1. Anti-Harassment Statement

Ada X is committed to fostering a workplace and gathering space free from harassment and discriminations*; a place where everyone is treated with respect and dignity.

This policy document is designed as a guiding resource to encourage reflection on the collective project of relational safety, inclusivity, accessibility, and equity. It also acts as a guide for the complaints committee of Ada X. When signing this document, one commits to be responsible for understanding and applying the policy. If assistance is needed to understand any part of the policy, Ada X can offer alternative means of access: please don't hesitate to contact info@ada-x.org or (514) 845-7934.

This document is not an endpoint for preventing, addressing, and healing from harassment within Ada X; rather, it is a values-driven resource that will be adapted to remain relevant as the organization continues its work on fostering safer spaces. We** recognize that trust is earned over a long period of time. The trustworthiness of Ada X is something that will continuously be in process.

We also recognize that Ada X's spaces, platforms, and documents - including this policy - are not currently physically or technologically accessible to a range of members. Ada X is striving towards adapting our platforms, workshops, and tools to be more accessible, a process that must be a current and ongoing priority.

We recognize that harassment is intertwined with many forms of oppression. Anti-oppression is a collective and continuous learning process in which Ada X is engaged. As a majority settler-run organization at the moment of this policy's writing, part of the approach of Ada X to anti-harassment is recognizing unequal power within the centre and wider society. Ada X acknowledges both systemic and individual oppression, and recognizes the agency of those who have been marginalized to make self-affirming decisions. We recognize that systemic racism is present in all aspects of society, and that racialization is a project of colonial, capitalist, and heteropatriarchal institutions. These violent institutions continue to influence global migration, diasporas, and genocide against Indigenous peoples. We must consider these contexts when addressing all forms of harassment and discrimination.

We acknowledge that Ada X and other artist-run centres operate in a larger context of institutional and governmental powers, with their own constraints and expectations; the internal values and practices of the centre may at times come into conflict with those of the granting bodies who fund our work. Ada X commits to a continued process of enacting our values while attempting to contribute to systemic changes in our milieu.

***For a more detailed understanding of what kinds of discrimination and harassment are addressed in this policy, a preliminary list of terms and definitions can be found in Annex I.**

****‘We’ refers to Ada X’s board and staff members, throughout this document.**

1.1 Our commitment beyond policy:

We are working towards ensuring that Ada X is an open and accessible space where many people can feel a sense of belonging. We understand that this policy alone will not absolve our organization of oppressive dynamics, and that anti-oppression must be considered and practiced on a daily basis. Here are some of our commitments, beyond policy, to foster an actively anti-oppressive environment:

- Nourishing our horizontal structure through transparency, mutual respect, and trust;
- Reminding ourselves and others of different life, body, and place experiences when thinking and engaging with questions of accessibility;
- Critically engaging with historic and contemporary subjects relating to our thematic cycles, our mandate, and current events;
- Thinking of ourselves as active, while also responsive and situated – as individuals and a collective with the agency and responsibility to put our values into action;
- Encouraging and valorizing artists, media, approaches, and practices that challenge the established order;
- Continuing to recognize, appreciate, and place value on invisible labour;
- Empowering artists to work on their own terms;
- Dedicating time and resources to imagining and planning the ways in which Ada X can support others, and what barriers they could face in connecting with us;

Harassment and discrimination can occur in both physical and virtual spaces. As is written in our [mandate](#), “*coming from a feminist perspective, we believe that virtual spaces, just like physical places, suffer from inequalities linked to gender, race, sex, geopolitical location and other social constructs.*” We undertake to continue reflecting on “*the relationship between bodies and place*” both on and offline.

1.2 Application of Ada X’s Anti-Harassment Policy:

Ada X’s Anti-Harassment Policy applies to:

- All those who interact with the organization, including full- and part-time, casual, contract, permanent, and temporary employees; board members; interns and volunteers; job applicants; members; attendees of events; and visitors;
- All individuals on the premises of Ada X or participating in an event hosted by Ada X, including on-site at Ada X, during off-site events, and throughout all forms of online engagement (including our social media platforms, video conferences, and online events);

- Anywhere employees, volunteers, board members, and members may be as a result of their work (e.g. travel, training, meetings, etc. hosted off-site, including online spaces like video conferences and social media platforms);
- Communications and correspondences with and related to Ada X, whether public or private.

2. Anti-Harassment Policy

2.1 Responsibilities and expectations

Ada X is responsible for fostering a workplace free of harassment and discrimination for all staff, membership and those who interact with the organization.

The complaints committee is made up of one staff member, one board member, and one general Ada X member. Each member will sit on the committee for one year, voted by the membership at the AGM. You can find the profiles of current members of the complaints committee on the [Ada X website](#). Training will be provided by the organization to each committee member within the first 2 (two) months of their tenure.

This committee is responsible for:

- Undertaking a process to determine the nature of the allegations;
- Acting in the case of an allegation of harassment;
- Consulting an external body when required, who will determine what corrective action is appropriate in the case of an instance of harassment.

The HR committee, or other body in charge of reviewing and maintaining the policy is responsible for:

- Ensuring the policy is disseminated to all who interact with Ada X, whether by directing people to it online or providing a copy;
- Reviewing the policy every two years, or more frequently, as required (renewable at the next AGM);
- Making adjustments to ensure that the policy meets the current needs of Ada X.

Employees, board members, members, and all those who interact with Ada X are responsible for:

- Complying with the policy by contributing to a culture that actively resists oppressive dynamics and any forms of harassment and discrimination it may engender, including, but not limited to, by providing opportunities for internal discussion and prioritizing the development of procedures, policies, and habits of equity and collaboration;
- Participating fully in any investigation of a harassment or discrimination complaint;

- Holding Ada X accountable to its principles of anti-harassment, anti-discrimination, and anti-oppression.

Employees, board members, members and all those who interact with Ada X can expect:

- That any complaints will be handled in a timely manner and with care by those responsible for upholding the policy.

2.2 Procedure to report incidents of harassment or discrimination

Note that you can report an incident of harassment or discrimination both internally and externally.

2.2.1 Internal Reporting Options

An incident can be reported verbally to a member of the complaints committee or it can be reported in writing. There are two ways to submit a written report of an incident of harassment or discrimination to the complaints committee :

- 1) By email to plaintes@ada-x.org
- 2) Anonymously via the [Google form](#)*

**Note that if submitting an anonymous complaint, there will not be personal follow up from the committee.*

Once the report is received, the complaints committee will take the following steps:

- 1) Undertake a process of evaluation to determine the nature of the allegation and how best to address it (i.e. an internal process that might include conflict resolution, etc);
- 2) respond within 14 days with an acknowledgment of the complaint and a timeline of proposed action(s).
- 3) if necessary, contact external support to mediate the incident (i.e. a professional mediator, training, etc);
- 4) and/or, take steps to limit harm on the part of the perpetrator of the harassment and/or discrimination (for example, limiting their access to events and the physical spaces of Ada X, removing membership privileges, or other appropriate actions);
- 5) and/or, seek legal counsel and undertake their recommended actions promptly.

2.2.2 External Report and Counsel Options

CNESST

- Online on the government website: <https://www.cnt.gouv.qc.ca/services-en-ligne/plaintes-en-ligne-sur-les-normes-du-travail/>

- By phone at 1-844 838-0808

Commission on Human Rights and Youth Rights (CDPDJ)

- By email: information@cdpdj.qc.ca
- By mail: 360, rue Saint-Jacques, 2nd floor Montreal Quebec H2Y 1P5
- By phone at 1-800-361-6477

L'Aparté

- 450 396-9449 | aparte@juripop.org
- Emergency help line for victims of sexual assault: 514 933-9007 (Montreal) and 1 888 933-9007 (anywhere in Quebec)

2.3 Privacy and confidentiality

All complaints and conflicts shall be handled in a confidential manner. If determined to be necessary and agreed to by the person who submitted the complaint, any meetings to resolve conflicts shall involve only affected parties and mediator(s). The complaints committee shall keep a record of the incident(s) in reports that are only seen by the respondent(s) and, if required, the Board of Directors.

2.4 Review

To ensure that this policy remains relevant and responsive to the needs of Ada X, it will be reviewed every two years, or as needed, by the HR committee.

Enquiries

info@ada-x.org + plaintes@ada-x.org

Date

Adopted during the General Assembly on January 28, 2021

Acknowledgment

The staff and board of Ada X would like to extend our sincere thanks to Kate Ellis and Jacquelin Tam, whose research and writing in fulfillment of their undergraduate capstone project in the Institute of Gender, Sexuality, and Feminist Studies (IGSF) at McGill University contributed greatly to the first draft of this anti-harassment statement and policy.

ANNEX I - Definitions

To ensure that there is a shared understanding between Ada X and those who interact with the centre, we have included this preliminary set of definitions, which will be updated and added to on an ongoing basis. Not all of the terms defined below appear in the written policy, however they are considered important in the context of varied situations of harassment that could occur.

Discrimination:

Any form of inequitable treatment based on grounds including sexual orientation, gender expression, race, nationality, ethnicity, age (except as provided by law), religion, disability, language, ancestry, record of criminal offenses, sex (including pregnancy and breastfeeding), class, education, economic status, citizenship or status, mental health, weight and appearance, and more. Prejudiced outlook, action, or treatment may take the form of burdening or denying benefits to individuals. It may be intentional or unintentional, direct or indirect, obvious or subtle. It may involve the employment of practices or procedures that appear neutral but are motivated by prejudice. Even if discrimination is one of many factors informing a decision or action, it is a violation of this policy.

Ableism:

Ada X uses [the definition from Creative Interventions](#): “Attitudes, actions, or structures that belittle or put down a person(s) because of actual or perceived physical, developmental or mental impairment.” We also consider ableism to include failures to provide adaptive access to events, materials, and platforms.

Ageism:

Ada X uses [the definition from “A conceptual analysis of ageism”](#) (Iversen, T.N.; Larsen, L.; Solem, P.E.; 2009) : “a prejudice against a person or a group on the grounds of age. Often defined as negative or positive stereotypes, prejudice and/or discrimination against (or to the advantage of) elderly people on the basis of their chronological age or on the basis of a perception of them as being 'old' or 'elderly'. Ageism can be implicit or explicit.”

Harassment:

Comments or actions that are offensive, embarrassing, humiliating, demeaning, unwelcome, or discriminatory. Harassment includes but is not limited to: verbal comments, deliberate intimidation, stalking, following, harassing photography or recording, sustained disruption of talks or other events, inappropriate physical contact, and unwelcome sexual attention. We encourage transparency and strive to create a culture of supporting victims of harassment. Harassment is interpersonal and contextual, and it may take a process of time and reflection to understand these incidents for all those involved. We aim to cultivate practices of community accountability to navigate these situations in the most just way. For ongoing resources on community accountability, see the [Resource Sheet: Beyond Anti-Harassment Policy](#).

Sexual Harassment:

Harassment of a sexual nature, including, but not limited to: unwelcome remarks, jokes, innuendos, or taunting about a person's body or appearance; unwelcome physical contact; suggestive or offensive remarks or innuendoes about members of a specific gender; propositions of physical intimacy, demands for dates or sexual favors, in the context of professional interactions and events; bragging about sexual performance or questions or discussions about sexual activities; and jokes or comments of a sexual nature about an employee or member.

Sexual Solicitation:

This policy prohibits sexual solicitations or advances by anyone who would be able to grant or deny a professional benefit in the context of Ada X to the person who is the subject of the solicitation or advance. Examples include but are not limited to: Sexual solicitations or advances by a member of the staff or board toward an exhibiting artist or artist in residence for the length of their contract, by an artist toward an assistant hired by Ada X, by a board member towards a staff member for the length of their tenure.

White supremacy culture:

Ada X uses [the definition from SURJ](#) (also used by COCo): "White supremacy culture is the idea (ideology) that white people and the ideas, thoughts, beliefs, and actions of white people are superior to People of Color and their ideas, thoughts, beliefs, and actions."

Characteristics of white supremacy culture are reproduced by all institutions of our society and is a form of reifying white-controlled institutions into systems.

White supremacy characteristics are damaging because they prioritize white supremacy thinking and are often normalized and used by default within organizations. We aspire to prevent harassment and discrimination related to white supremacy characteristics, as well as to un-bind these characteristics from our habits and behaviours at Ada X. The following list of characteristics, from Tema Okun's article 'white supremacy culture' (published on [dismantling racism.org](#)), provides a baseline for recognizing white supremacy culture:

- Perfectionism
- Sense of urgency
- Defensiveness
- Valuing quantity over quality
- Worship of the written word
- Belief in only one right way
- Paternalism
- Either/or thinking
- Power hoarding
- Fear of open conflict
- Individualism

- Belief that I'm the only one who can do this 'right'
- A belief in objectivity
- Claiming a right to comfort

Another version of this list, developed by COCo, can be found [here](#).

As an intersectional feminist organization, Ada X is committed to upholding feminisms that recognize interlocking oppressions, including those that women, trans people, queer, and/or non-binary people face. Ada X disavows discriminatory feminisms, including Trans-Exclusionary Radical Feminism (TERF), Sex Worker Exclusionary Radical Feminism (SWERF), and white feminism.

Trans-Exclusionary Radical Feminism:

Feminisms that exclude trans women from women's spaces and/or oppose transgender rights. Trans-exclusionary radical feminists may refer to themselves as "gender critical" rather than trans-exclusionary, and/or proclaim a need for spaces or services exclusively for AFAB (assigned-female at birth) people.

Sex Worker Exclusionary Radical Feminism:

Feminisms that oppose sex work in every situation, believing that it is ultimately oppressive.

White Feminism:

Feminisms that focus solely on the oppression of white women while failing to address distinct forms of oppression faced by women of colour. White feminism involves the historical and continued centering of white experience and feelings.

ANNEX II - Links (from throughout the document)

- Ada X Mandate : <https://www.ada-x.org/en/about/mandate-history/>
- Ada X website : <https://www.ada-x.org/>
- Complaints form
https://docs.google.com/forms/d/e/1FAIpQLSfBPvsvUk1zFKsBND4b69cd-4tiuf_Wh93zzfLStU7_hRRUoQ/viewform
- The definition of *Ableism* from Creative Interventions : <https://www.creative-interventions.org/wp-content/uploads/2020/08/CI-Toolkit-Final-Section-5-Other-Resources-Aug-2020.pdf>
- The definition of *Ageism* from “A conceptual analysis of ageism” (Iversen, T.N.; Larsen, L.; Solem, P.E.; 2009) :
https://www.researchgate.net/publication/232558404_A_conceptual_analysis_of_Ageism
- Beyond Anti-Harassment Policy Resource Sheet :
https://docs.google.com/document/d/1uR3Dm8Of1xy46gSCx_l8bCQiGoUKaXIXuzRH1ohvSk0/edit?usp=sharing
- The definition of *White supremacy culture* from SURJ :
<https://www.showingupforracialjustice.org/white-supremacy-culture.html>
- Dismantling racism.org : <https://www.dismantlingracism.org/>
- The list developed by COCo of characteristics providing a baseline for recognizing white supremacy culture : <https://coco-net.org/white-supremacy-culture-in-organizations/>