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**EQUITY, DIVERSITY AND INCLUSION POLICY**

March 2025

## 1- BACKGROUND

This policy is adopted by ATSA and its Board of Directors, and is based in particular on the principles of the *Charter of Human Rights and Freedoms*, labour standards, the best practices of the Government of Canada, and the inclusion and equity policy of Diversité Artistique de Montréal.

It also takes into consideration the multiple research studies that have shown that, by embedding diversity and inclusion in our daily activities, and learning how to manage them effectively, many benefits will follow, including a greater capacity for innovation and improved productivity, as well as a greater sense of esteem and of belonging.

This policy emphasizes the value and uniqueness of each member making up ATSA, including its directors, officers, agents and representatives, members, staff and users.

## 2- OBJECTIVE

Guided by values of openness and inclusion, ATSA aims to anchor equity, diversity and inclusion in all its actions in order to foster a culture of respect and collaboration.

This policy is one of the tools chosen by ATSA to pursue the implementation of a culture of equity, diversity and inclusion within the organization by

- Making ATSA an environment that ensures the dignity and autonomy of each of its directors, officers, agents, representatives, members, staff and users.
- Make ATSA a place where everyone can thrive without barriers, harassment or discrimination.
- Offer each person working for ATSA the opportunity to develop their full potential.
- Seek to acquire diverse perspectives, experiences and knowledge of diversity.
- Use this openness to create safe, innovative and dynamic environments.
- Foster the development of the skills needed to integrate inclusive practices into everything ATSA does.

## 3 - SCOPE

This policy applies to all the organization's staff and associates, and to all levels of the hierarchy, including its Board of Directors. Its purpose is to integrate the notions of equity, diversity and inclusion into all spheres of ATSA's activities, whether in the context of events, communications, employment or other, in order to create an environment free from discrimination and prejudice.

This policy applies in the following places and contexts:

- workplaces;
- common areas;
- any other place where people are required to be in the course of their duties (e.g. events, meetings, training, travels, employer-organized social activities, rehearsal or performance spaces, art galleries, etc.);
- communications by any means, technological or otherwise.

#### **4- RESPONSIBILITY FOR APPLICATION OF THIS POLICY**

General Management is responsible for implementing the necessary internal procedures to ensure compliance with the components of this policy.

#### **5 - EFFECTIVE DATE**

This Policy was adopted by ATSA's Board of Directors on March 10, 2025 and comes into force on the same day.

#### **6 - DEFINITIONS**

##### **6.1 EQUITY<sup>1</sup>**

A principle that ensures that people, whatever their identities and differences, are treated in a way that takes account of their particular characteristics, in order to achieve a result that is as fair as possible. This means ensuring that resource allocation and decision-making mechanisms are fair to all and do not introduce or maintain discrimination on the basis of identity. Equity is due to all people, and particular attention must be paid to biases against historically disadvantaged groups. Measures must be adopted to put an end to discrimination and inequalities that have been reported and documented, and to guarantee equal opportunities wherever possible. This may mean allocating more resources to disadvantaged groups.

##### **6.2 CULTURAL EQUITY<sup>2</sup>**

Cultural equity is a concept that asserts that the traditions, aesthetics and expressions of all cultures have equal value. Cultural equity seeks to redress inequalities experienced by people from different cultural backgrounds by first identifying historical and current imbalances between different cultural groups, while recognizing and respecting the fundamental characteristics that distinguish these groups. Marginalized cultures deserve support comparable to that given to a society's dominant culture in terms of financial resources, infrastructure or public policy.

##### **6.3 EQUITY GROUPS**

Equity groups come from communities that face major challenges to their full participation in society. These communities may be penalized because of discrimination attached to age, ethnic origin, disability, economic disadvantage, gender, sexual orientation, nationality, race, religion and trans-identity status, etc.

By way of example:

- Indigenous people in Canada
- Women
- People from diverse backgrounds
- People who identify as a visible minority
- People living with a disability
- People identifying themselves as part of the LGBTQ2+ communities

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<sup>1</sup> Definition of the equity, diversity and inclusion policy of Université Laval

<sup>2</sup> Definition provided by the Canada Council for the Arts

#### **6.4 DIVERSITY<sup>3</sup>**

Refers to the conditions, modes of expression and experiences of different groups defined by age, sexual orientation, Indigenous status, religion, disability status, language, “race”, place of origin, ethnic origin, culture, socio-economic status and other attributes.

#### **6.5 CULTURAL DIVERSITY<sup>4</sup>**

Cultural diversity refers to the presence, expression and participation of different individuals and communities that coexist within a society's shared culture. Cultural diversity posits that the contribution and participation of all people, especially those who are marginalized, are of equal value and interest to society as a whole.

ATSA maintains that just as biodiversity aims at the sustainability of the natural world, the existence and interconnection of different cultures increases the sustainability of the ecology of the arts, providing a broader base of collective knowledge and a greater capacity to innovate.

#### **6.6 INCLUSION<sup>5</sup>**

An action or measure aimed at creating an environment that welcomes, respects and values diversity so that all members of its community (including directors, officers, representatives, members, staff, suppliers and users) feel that they have a place, can contribute, and can earn recognition for that contribution. If their particular situation so requires, ATSA supports them, wherever possible, and offers them measures to promote their well-being and fulfillment. It's a sustained commitment aimed at welcoming, integrating, accompanying and helping people on their way.

### **7- LEGISLATIVE CONTEXT**

ATSA adheres to the principles established by :

- The Canadian Charter of Rights and Freedoms
- The Criminal Code
- The Charter of Human Rights and Freedoms
- Quebec Civil Code
- The Charter of the French Language
- Act respecting labour standards
- Act respecting occupational health and safety
- Pay Equity Act

### **8- POLICY STATEMENT**

ATSA does not tolerate or condone any form of discriminatory harassment within its organization, and strives to create a diverse and inclusive work environment in which individual differences and contributions are valued by all directors, officers, agents, representatives, members, staff and users.

ATSA is committed to being an inclusive environment in its practices, so that each and every person can flourish in respect, dignity and recognition of the rights and freedoms of the

<sup>3</sup> Definition of the equity, diversity and inclusion policy of Université Laval

<sup>4</sup> Definition provided by Diversité Artistique Montréal

<sup>5</sup> Definition provided by the Canada Council for the Arts

individual, without distinction, exclusion or preference based on gender, sex, ethnicity, origin, physical appearance, religion and beliefs, values, age, education, language, sexual orientation, and so on. In keeping with the Canada Council's equity policy, ATSA recognizes the equal value of all forms of artistic and cultural expression, and promotes different artistic aesthetics, without any form of hierarchy, in order to contribute to a progressive decolonization of the arts and culture.

Any behavior related to discrimination may result in disciplinary action up to and including dismissal or exclusion.

More specifically, ATSA undertakes to take reasonable steps to :

### **8.1 HUMAN RESOURCES**

- Apply the principles of equity and diversity in recruiting and promoting and promotion of directors, officers, agents and representatives, members, staff and users.
- In addition, we have a duty of transparency, which means publishing all job offers.
- In accordance with current policies and agreements, treat staff members who perform equivalent work in the same place equally.
- Have each representative and employee read and sign the acknowledgement of receipt/commitment appended to this policy when they take up their duties.
- Make ATSA employees and representatives aware of diversity issues and unconscious biases and prejudices.

### **8.2 WORKING ENVIRONMENT**

- Create an environment in which the individual differences and contributions of all staff members are recognized and valued.
- Provide a safe and inclusive office space for its entire team to ensure that everyone is able to participate and work to their full potential.

### **8.3 GOVERNANCE**

- Include in each ATSA annual action plan at least one new direction related to equity, diversity and inclusion.
- Train ATSA Board members on diversity issues and unconscious bias and prejudice.

### **8.4 INTERNAL AND EXTERNAL COMMUNICATIONS**

- Inform all ATSA employees and representatives of the existence and application of this policy, as well as of the obligation to comply with it in all its activities.
- Present this Policy to ATSA's directors, officers, agents and representatives, members, staff and users.
- Promote diversity and the richness it brings, notably on its website.
- Inclusive or epicene writing. Recognizing the existence of gender-based discrimination and the preponderance of the masculine form in the French language, the ATSA team is attentive to all forms of gender assignment or gender stereotyping and works to eliminate them in the workplace and in relations with third parties.
- Monitor the diversity, equity and inclusion policies of ATSA's partner organizations.

## **8.5 ACTIVITIES**

- Ensure that all activities organized by ATSA, or in which it participates, are as representative as possible of diversity as a whole.

## **8.6 QUALITY ASSURANCE**

- Encourage any person who believes that they are subject to discrimination within the scope of this policy to express their concerns to one of the persons designated by ATSA so that ATSA may correct the situation. (see Appendix 1)

## **9- PROCESSING OF REPORTS**

All reports must be addressed to one of the persons designated by ATSA (see Appendix 1).

The employer undertakes to :

- deal with the report as quickly as possible;
- preserve the dignity and privacy of the persons concerned, i.e. the person who made the report, the person who is the subject of the report and the witnesses;
- ensure that all persons concerned are treated humanely, fairly and objectively, and are offered appropriate support;
- protect the confidentiality of the intervention process, including information relating to the complaint or report;
- offer to meet with the persons concerned, with their agreement, with a view to resolving the situation;
- if necessary, conduct an investigation promptly and objectively, or entrust the responsibility to an outside party. The persons concerned will be informed of the outcome of this process.
- take all reasonable measures to resolve the situation, including appropriate disciplinary action.

Any person who breaches this policy will be subject to appropriate disciplinary measures. The choice of applicable measure will take into account the seriousness and consequences of the act(s), as well as the previous record of the person who committed them.

Any person who makes false accusations with the intention of causing harm is also subject to appropriate disciplinary measures.

No one shall be harmed or retaliated against by ATSA in the handling and resolution of a situation involving equity, diversity and inclusion.

## APPENDIX 1 - PERSONS RESPONSIBLE DESIGNATED BY

### ATSA

- ensure that the designated persons responsible are duly trained and have the necessary tools at their disposal for handling and following up the complaint or report;
- free up working time so that the designated persons in charge can carry out the duties assigned to them.

The following persons are designated to act as persons responsible for the application of ATSA's Equity, Diversity and Inclusion Policy and for handling reports:

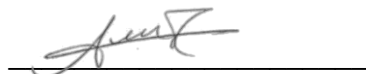
Annie Roy, Co-Founder, General Manager and Artistic Director  
514-844-9830 - info@atsa.qc.ca

Emilie Gervais, Administrative Manager and Assistant to the General Manager  
514-844-9830 - admin@atsa.qc.ca

Caroline Marinacci, Member of the Board of Directors  
514-912-5847 - caroline.marinacci@gmail.com

### Commitment of responsible persons

I hereby declare my commitment to abide by this policy and assure you that my intervention will be impartial, respectful and confidential.



Signature of responsible person no. 1

April, 23rd, 2025

Date



Signature of responsible person no. 2

April, 23rd, 2025

Date



Signature of responsible person no. 3

April 23rd, 2025

Date