

# Canadian Film Institute Code of Conduct Policies

*N/B Failure to read or understand this document does not exclude anyone from the consequences of violating these policies.*

## Harassment / Discrimination / Violence Policy

The Canadian Film Institute (CFI) provides a supportive, safe, non-threatening space for its members, guests, volunteers, and staff. The CFI has a zero tolerance policy regarding **harassment, discrimination, or violence**, whether intentional or unintentional.

Everyone who is willing to abide by this policy is welcome at events hosted by the CFI, such as the Ottawa International Animation Festival and The Animation Conference. Anyone who is found to have violated this policy will have their current membership/pass/accreditation/ticket invalidated without refund, and they will be ejected immediately. They may also be banned from future CFI events. This policy applies to everyone involved in the CFI community (including, but not limited to staff / volunteers / guests / members / ticketholders / third-party vendors), and its application remains at the discretion of the CFI.

### Definitions

#### Harassment

Harassment is a form of misconduct / inappropriate behaviour by anyone involved with the CFI that is directed at, and is offensive to, any other person involved with the CFI, and which that person knew or ought to reasonably have known would be unwelcome and cause offense or harm. It comprises objectionable conduct, comment, or display that demeans, belittles, or causes personal humiliation or embarrassment, and any acts of intimidation or threats, which detrimentally affects individual well-being, or the casual, approachable environment that the staff work to foster. Discriminatory harassment falls under this category.

#### Discrimination

According to the Canadian Charter of Rights and Freedoms, every individual is equal before the law and has the right to equal protection and equal benefit of the law without discrimination. The CFI has a zero tolerance policy for any form of discrimination protected under the Canadian Charter of Rights and Freedoms, including racism, sexism, transphobia, homophobia, ageism, ableism, and discrimination based on nationality or ethnic origin.

#### Violence

The CFI defines violence as any attempt to exercise physical force against a member of the CFI community (member) that could cause physical injury to that member; and a statement or behaviour that a member could reasonably interpret as a threat to exercise physical force against any member of the CFI community that could cause physical injury.

This may include:

- verbally threatening to attack a member;
- leaving threatening notes for, or sending threatening e-mails to a member;
- shaking a fist in a member's face;
- wielding a weapon at a CFI event or its offices;

- hitting or trying to hit a member;
- throwing an object at a member;
- sexual violence against a member; or
- kicking an object the member is standing on, such as a ladder.

This definition of violence is broad enough to include acts that would constitute offences under [Canada's Criminal Code](#).

### Application of the Policy and Reporting

If you have experienced or witnessed a violation of this policy, or if someone engaged in such behaviour is adversely affecting your participation in a CFI event, you may report the incident to any member of the CFI staff in attendance at the event. They will contact the Managing Director of the OIAF, Kelly Neall, or the Director of Industry Programming and Development, Azarin Sohrabkhani, and they will investigate and evaluate the situation and will make a decision based on information provided by the parties involved. Ms. Neall and Ms. Sohrabkhani can also be reached by e-mail ([azarin@animationfestival.ca](mailto:azarin@animationfestival.ca) / [kelly@animationfestival.ca](mailto:kelly@animationfestival.ca)). They have the final say on how the situation will be dealt with, and there are no other avenues of appeal. Any reports will be handled privately and acted on with the safety of the participant in mind.

Any act of physical violence, including sexual violence, that is observed or reported will result in immediate removal from the venue by a member of security, and does not require a staff member's approval.

### Further Support

- Emergencies: 9-1-1
- Ottawa Police Services, Non-emergency reporting: [613-236-1222](tel:613-236-1222)
- Ottawa Rape Crisis Centre: [613-562-2333](tel:613-562-2333) TTY [613-562-3860](tel:613-562-3860)
- CALACS francophone d'Ottawa: [613-789-8096](tel:613-789-8096)
- Sexual Assault Support Centre [613-234-2266](tel:613-234-2266) TTY [613-725-1657](tel:613-725-1657)
- Ottawa Distress Centre (English Only, 24/7) – [613-238-3311](tel:613-238-3311)
- Taxi – Blue Line : [613-238-1111](tel:613-238-1111)
- Taxi – Capital : [613-744-3333](tel:613-744-3333)

This policy was created using the following resources:

- The Canadian Charter of Rights and Freedoms
- Bluesfest Volunteer Code of Conduct and Harassment Policy
- Ontario Ministry of Labour: Workplace Violence and Workplace Harassment
- Ottawa Explosion Code of Conduct

## Unauthorized Recording Policy

The Canadian Film Institute (CFI) has a zero tolerance policy regarding the unauthorized recording and distribution of audio or video recordings or photographic images taken during screenings / presentations / workshops / talks, etc. You will be asked to leave the event and will be stripped of your pass/ticket/membership/accreditation and banned from future CFI events.

## Membership Card / Pass / Ticket Policy

Anyone found to be using an expired membership card may, at the discretion of the CFI, be banned from future membership and all its inherent privileges.

Anyone found to be making and/or using copies of CFI documents, not limited to Festival Passes and tickets, will be banned from attending current and future CFI events.