

TRADE ROUTES

- 1. Land Acknowledgment**
- 2. Inclusion and Diversity Statement**
- 3. Anti- Harassment and Anti-Discrimination Policies**
- 4. Fairness, Openness & Transparency**
- 5. Equal Employment Opportunity**
- 6. Workplace Violence Policy**

Land Acknowledgment

We wish to acknowledge this sacred land on which Trade Routes operates. This is the traditional territory of the Haudenosaunee (ho-den-oh-sho-nee) Confederacy (aka. the Six Nations Confederacy), the Wendat, and the Mississaugas of the Credit First Nation.

Trade Routes gratefully acknowledges these Indigenous nations for their guardianship of this land. We'd also like to remind and reaffirm, as Torontonians and Canadians, our accountability to these Indigenous nations, and to all Indigenous peoples and communities living in Toronto.

This land is also part of the Dish with One Spoon territory, a treaty between the Haudenosaunee Confederacy (aka. The Six Nations Confederacy), the Anishinaabek (Ah-nish-nah-bek) and allied nations, to peaceably share and care for this land, its waters, and all of the biodiversity in the Great Lakes region. Today, this meeting is still the home to many Indigenous people from across Turtle Island and we are grateful to have the opportunity to operate on this territory.

Inclusion and Diversity Statement

Trade Routes have provided a safe and empowering space for Indigenous people of Canada, people of color, people with disabilities, LGBTQ2, cultural minorities and marginalized communities. A quick look at the heterogeneous list of artists who we have worked with as well as the progressive projects that we have developed in the past few years is a clear indication of our inclusive approach. The principle of inclusiveness is at the core of our vision of developing a more prosperous, sustainable, accessible and equitable industry where race, ethnicity and gender are sources of pride and celebration. We take pride in providing a respectful, caring, and inclusive work environment for artists and music professionals while committing to champion accessibility, diversity, and equal opportunity.

Driven by our goal of generating commercial, artistic and cultural opportunities that reflect the diversity of our industry and of our country, we will ensure that guidelines that protect and promote accessibility and fair representation in terms of gender, Indigenous people of Canada, people of color, people with disabilities, and LGBTQ2 communities are enforced during all the stages of our projects. Furthermore, as we always do when we have the opportunity to engage in international projects, we will ensure that the team traveling in representation of our organization acts as an ambassador of our vision and values abroad.

Anti- Harassment and Anti-Discrimination Policies

Trade Routes (TR) is committed to providing an environment free of discrimination and harassment, where all individuals are treated with respect and dignity, can contribute fully and have equal opportunities. The Code's goal is to prevent discrimination and harassment. Under the Ontario Human Rights Code there are 17 prohibited grounds <http://www.ohrc.on.ca>.

The Ontario Human Rights Code is a provincial law that gives everybody equal rights and opportunities without discrimination in areas such as jobs, housing and services.

Under the Ontario Human Rights Code, every person has the right to be free from harassment and discrimination. Harassment and discrimination will not be tolerated, condoned or ignored at Trade Routes. If a claim of harassment or discrimination is proven, disciplinary measures will be applied, up to and including termination of employment or cancellation of contract.

Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, Trade Routes will not tolerate, ignore, or condone any form of discrimination or harassment and is committed to promoting appropriate standards of conduct at all times. Harassment will not be tolerated from any person in the workplace **(including employees, contractors, supervisors, artists, board members, volunteers, industry representatives and any persons acting on behalf of Trade Routes)**.

Workplace harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome or workplace sexual harassment. **Workplace sexual harassment** means:

- a) engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome;

Trade Routes are committed to a comprehensive strategy addressing harassment and discrimination, including:

- ensure our values and policies are communicated to the community via the organization's website, communications and at events;
- providing training and education to make sure everyone knows their rights and responsibilities;
- regularly monitoring organizational systems for barriers relating to Code grounds
- continue to foster diversity within our organization;
- promoting appropriate standards of conduct at all times for Trade Routes staff and Board of Directors, as well as for our volunteers, artists, partners and industry representatives who attend or participate in Trade Routes events;
- providing an effective and fair complaints procedure;
- if a claim of harassment or discrimination is proven, appropriate measures will be taken.

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with their immediate supervisor, Executive Director/CEO or the person assigned to deal with these types of complaints. Trade Routes will maintain confidentiality throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Trade Routes will investigate and deal with all complaints or incidents of workplace harassment in a fair, respectful and timely manner. Information provided about an incident or about a complaint will not be disclosed except as necessary to protect workers, to investigate the complaint or incident, to take corrective action or as otherwise required by law.

Managers, supervisors, workers and all parties are expected to adhere to this policy, and will be held responsible by the employer for not following it. Individuals will not be penalized or disciplined for reporting an incident or for participating in an investigation involving workplace harassment.

Fairness, Openness & Transparency

Trade Routes is committed to conducting selections for our program participants in a manner that is fair, transparent, and non-discriminatory. This policy ensures that sourcing is aligned with the Ontario Human Rights Code and that decisions are made openly, equitably, and with accountability.

Trade Routes has a selection process that:

- Respects human rights and anti-discrimination principles, including those under the Ontario Human Rights Code
- Provides clear guidelines to applicants and staff about selection criteria and process
- Ensures decisions are documented and open to review
- Follows the principles of fairness, inclusivity, equity, and transparency

Guiding Principles

Trade Routes will ensure a fair and equitable selection process. All applicants will be considered equally, regardless of income source, family status, disability, or other protected grounds. Applicant evaluations will take a holistic approach, considering income information only alongside credit references, rental history, or credit checks with no single factor determining eligibility. To maintain transparency and accountability, selection criteria will be clearly communicated in plain language through our website and application materials, and any refusal will include a clear explanation along with information on how to request a review.

Procedures

Trade Routes will openly solicit applications for our programs, providing clear instructions, eligibility criteria, and timelines. All applications will be evaluated using objective, documented criteria, with no arbitrary exclusions. Decisions will be communicated in writing, outlining the general basis for the outcome. All application records, decisions, and review outcomes will be retained for accountability and audit purposes. To ensure ongoing fairness and compliance, criteria will be regularly reviewed, and staff will receive training on human rights obligations, equitable selection, and accommodation requirements.

Equal Employment Opportunity

Trade Routes values diversity in our workforce, as well as in our partners, artists and others. We provide equal employment opportunity for all applicants and Employees and do not discriminate on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status, disability or any other characteristic protected by local law.

Workplace Violence Policy

The management of Trade Routes are committed to the prevention of workplace violence and are ultimately responsible for worker health and safety. We will take whatever steps are reasonable to protect our workers from workplace violence from all sources. [Occupational Health and Safety Act](#).

Each person has the right to work in an atmosphere which promotes a safe place and is free from violence **for all employees, contractor performers, board members, partners, collaborators and all visitors**. Everyone is expected to uphold this policy and to work together to prevent workplace violence.

The purpose of this Workplace Violence Policy and Program is:

1. to ensure all employees and external parties are treated with respect and dignity, and that the working environment is free from violence.
2. to communicate the types of conduct that are unacceptable and the responsibilities of employees in contributing towards a safe workplace; and
3. to establish a process for reporting incidents and complaints of workplace violence and to provide a procedure by which Trade Routes will investigate and deal with these incidents and complaints.

The OHSA defines workplace violence as the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker. It also includes an:

- attempt to exercise physical force against a worker in a workplace, that could cause physical injury to the worker; and a
- statement or behaviour that a worker could reasonably interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

This may include:

- verbally threatening to attack a worker;
- leaving threatening notes at or sending threatening emails to a workplace; • shaking a fist in a worker's face;
- wielding a weapon at work;
- hitting or trying to hit a worker;
- throwing an object at a worker;
- sexual violence against a worker;
- kicking an object the worker is standing on such as a ladder; or
- trying to run down a worker using a vehicle or equipment such as a forklift.

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

Trade Routes will not tolerate or condone any form of workplace violence whether verbal or physical of any of its employees or other external parties who conduct business with the organization.

There is a workplace violence program that implements this policy. It includes:

- measures and procedures to protect workers from workplace violence,
- a means of summoning immediate assistance,
- and a process for workers to report incidents, or raise concerns. (The workplace may wish to specify and expand upon the components of the workplace violence program here.)

Trade Routes, as the employer, will ensure this policy and the supporting program are implemented and maintained. All workers and supervisors will receive appropriate information and instruction on the contents of the policy and program.

Supervisors will adhere to this policy and the supporting program. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves.

Every worker must work in compliance with this policy and the supporting program. All workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats.

Trade Routes pledges to investigate and deal with all incidents and complaints of workplace violence in a fair and timely manner, respecting the privacy of all concerned as much as possible.

Trade Routes and its policies are governed by the laws of the Province of Ontario and the federal laws of Canada, and are only applicable therein.