

Task/Process: Code of Conduct – Company Events Policy	Department: All theatres, head office, and separate locations where company events are hosted
Prepared/Revised by: Emily Knight / Jessica Lagoda	Approved by: Mark Lavaway
Date Issued: October 15th, 2018	Last reviewed: January 22 <sup>nd</sup> , 2025

### **Ed Mirvish Enterprises Limited – Code of Conduct: Company Events Policy**

#### **Purpose:**

Mirvish Productions reserves the right to discipline and, in certain cases, terminate the employment of any employee for participating in any conduct that violates the Code of Conduct standards set out in this policy.

#### **Scope:**

The EMEL Code of Conduct – Company Events Policy applies to all areas at:

- The Princess of Wales Theatre – 300 King St. W.
- The Royal Alexandra Theatre – 260 King St. W.
- The CAA Ed Mirvish Theatre – 244 Victoria St.
- The CAA Theatre – 651 Yonge St.
- Mirvish Productions Head Office – 322 King St. W. / Remote Work Locations
- Any location that hosts a Mirvish Production Company Event

#### **Unacceptable Actions/Behaviours:**

Unacceptable behaviours at company events shall include, but not be limited to, the following:

- Causing physical harm to another person;
- Threats or harassing behaviour, including verbal, physical, or sexual harassment;
- Willful damage or destruction of property;
- Possession of a weapon while in attendance at a company event;
- Disorderly, immoral, or indecent conduct;
- Violation of any health and safety practices, policies, or procedures that may be in effect;
- The use, possession, sale, or dispensation of any illegal drug;
- Theft;
- Any behaviour that adversely affects the employer's reputation.

#### **Alcohol:**

While alcohol may be served at company events, it is expected that attendees drink responsibly and are prohibited from drinking and driving. When attending company events where alcohol is being served, employees must:

- Arrive to the company event sober;
- Refrain from bringing outside alcohol into the event;
- Only consume alcohol where it is allowed, and in appropriate areas;
- Monitor their guests for signs of intoxication; and
- Refrain from abusing any system used to limit alcohol consumption (i.e. stealing drink tickets).

### **Cannabis:**

In regards to legalized cannabis at company events, employees must:

- Arrive to the event sober and not under the influence of cannabis;
- Refrain from consuming cannabis at the company event, or;
- If allowed by law, only consume cannabis in legally established areas
- Only consume cannabis that has been purchased at a legal dispensary
- Only consume cannabis in methods prescribed by law.

Any employee who consumes cannabis while in attendance at a company party will automatically be considered under the influence and unfit to drive, regardless of amount consumed. Any employee who plans on consuming cannabis should plan for their transportation home from the event.

### **Respectful Conduct:**

Company events can be an opportunity for co-workers to socialize and celebrate company success. As such, company events must remain a respectful environment free of harassment and behaviour detrimental to the company.

While in attendance at company events, employees are expected to:

- Act in a respectful manner at all times;
- Refrain from making derogatory comments towards other attendees or individuals involved with the event;
- Report to the appropriate authority any witnessed misconduct or concerns regarding the behaviour of attendees;
- Refrain from participating in gossip or rumour spreading;
- Respect any rules or standards established by the venue or event coordinators; and
- Act in a manner that positively represents the organization and its interests.

### **Evaluation:**

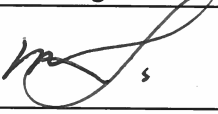

Management will evaluate the EMEL Code of Conduct – Company Events Policy annually and monitor and ensure the ongoing compliance of staff.

### **Revisions:**

<b>Revision Made</b>	<b>Revision Made By</b>	<b>Date</b>
Change “marijuana” to “cannabis” in all instances and remove office address	Hannah Clark Gomez	October 1 <sup>st</sup> , 2019
Adding “CAA” to the “CAA Ed Mirvish Theatre”  Renaming our Head Office, adding office address and including remote working	Mark Lavaway, Jessica Lagoda & Ashley Heng	November 14 <sup>th</sup> , 2023

**Approvals:**

The following individuals have read and approved the policy herein:

Name and Title	Signature	Date
Mark Lavaway Director of Labour Relations and Business Development		2.5.2025
David Mucci Managing Director		2.5.2025

