

BULLYING AND HARASSMENT POLICY

Last updated April 09, 2024

1. ABOUT THIS POLICY

- 1.1 Room 29 Theatre ("Society") is committed to providing a creative working environment free from harassment and bullying and ensuring all officers, volunteers, visitors, audience members (and any staff and freelancers) are treated, and treat others, with dignity and respect.
- 1.2 This policy covers harassment or bullying which occurs at rehearsals, performances, meetings or during any other activities arranged by the Society, including social functions.
- 1.3 The theatre and creative world pushes boundaries; it explores, expands, and celebrates the spectrum of human emotions and experiences. This should never be at the expense of safety or people's right to not be bullied or harassed.
- 1.4 This policy does not form part of any employee's contract of employment and we may amend it at any time.

2. WHAT IS HARASSMENT?

- 2.1 Harassment is any unwanted physical, verbal or non-verbal conduct that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. A single incident can amount to harassment.
- 2.2 It also includes treating someone less favourably because they have submitted or refused to submit to such behaviour in the past.
- 2.3 Unlawful harassment may involve conduct of a sexual nature (sexual harassment), or it may be related to age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation. Harassment is unacceptable even if it does not fall within any of these categories.
- 2.4 Harassment may include, for example:
 - unwanted physical conduct or "horseplay", including touching, pinching, pushing and grabbing;
 - unwelcome sexual advances or suggestive behaviour (which the harasser may perceive as harmless);
 - offensive emails, text messages or social media content; or
 - mocking, mimicking or belittling a person's disability.
- 2.5 A person may be harassed even if they were not the intended "target". For example, a person may be harassed by racist jokes about a different ethnic group if the jokes create an offensive environment.

3. WHAT IS BULLYING?

- 3.1 Bullying is offensive, intimidating, malicious or insulting behaviour involving the misuse of power that can make a person feel vulnerable, upset, humiliated, undermined or threatened. Power does not always mean being in a position of authority, but can include both personal strength and the power to coerce through fear or intimidation.
- 3.2 Bullying can take the form of physical, verbal and non-verbal conduct. Bullying may include, for example:
 - physical or psychological threats;
 - overbearing and intimidating levels of supervision; or
 - inappropriate derogatory remarks about someone's performance.
- 3.3 Legitimate, reasonable and constructive criticism of a worker's performance or behaviour, or reasonable instructions given to workers in the course of their employment, will not amount to bullying on their own.

4. IF YOU ARE BEING HARASSED OR BULLIED

- 4.1 If you are being harassed or bullied, consider whether you feel able to raise the problem informally with the person responsible. You should explain clearly to them that their behaviour is not welcome or makes you uncomfortable. If this is too difficult or embarrassing, you should speak to an officer of the Society, who can provide confidential advice and assistance in resolving the issue formally or informally.

- 4.2 If informal steps are not appropriate, or have not been successful, you should raise the matter formally under the Society's Complaints Procedure.
- 4.3 We will investigate complaints in a timely and confidential manner. The investigation will be conducted by someone with appropriate experience and no prior involvement in the complaint, where possible. Details of the investigation and the names of the person making the complaint and the person accused must only be disclosed on a "need to know" basis. We will consider whether any steps are necessary to manage any ongoing relationship between you and the person accused during the investigation.
- 4.4 Once the investigation is complete, we will inform you of our decision. We will consider what action would be appropriate to deal with the problem. Whether or not your complaint is upheld, we will consider how best to manage any ongoing working relationship between you and the person concerned.

5. PROTECTION AND SUPPORT FOR THOSE INVOLVED

- 5.1 Anyone who make complaints or who participates in good faith in any investigation must not suffer any form of retaliation or victimisation as a result.

6. CODES OF BEHAVIOUR

- 6.1 Bullying and harassment can take many forms. However, below are some suggested codes of behaviour.

6.2 Do:

- Call out bullying and harassment when you see it
- Report any bullying and harassment (either to yourself or others)
- Support those suffering bullying and harassment

6.3 Don't

- Put people in uncomfortable positions by making unreasonable demands
- Push people to share personal experiences if they don't wish to (particularly in creative environments)
- Sexually objectify colleagues, and respect changing and performance spaces as in any other intimate environment.

7. RECORD-KEEPING

- 7.1 Information about a complaint and subsequent investigation may be held in the Society's records, along with a note of the outcome and of any documents compiled during the process. These will be processed in accordance with our Data Protection Policy.