



Bullying & Harassment Policy

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DIY Theatre Co. contact information can be found on the last page

Bullying and Harassment Policy

1. Aims of this policy

DIY Theatre Company is committed to creating an environment free from Bullying and Harassment, where everyone is treated with dignity and respect.

DIY Theatre Company will not tolerate bullying and harassment of any kind. All allegations of bullying and harassment will be investigated and, if appropriate, action will be taken. DIY Theatre Company will also not tolerate victimisation of a person for making allegations of bullying or harassment in good faith or supporting someone to make such a complaint.

2. The scope of this policy

This policy covers bullying and harassment of and by freelancers, contractors, volunteers, members and anyone else engaged to work at DIY Theatre Company, whether by direct contract with the DIY or otherwise. If the complainant or alleged harasser is not employed by DIY, e.g. if the worker's contract is with an agency, DIY Theatre Company would require the agency to remove the worker, if appropriate.

The policy covers bullying and harassment in the workspace and in any DIY-related setting outside, e.g. DIY-related social events and social media.

3. What is bullying and harassment?

Bullying is offensive, intimidating, malicious or insulting behaviour, and/or an abuse or misuse of power that is meant to undermine, humiliate or injure the person on the receiving end.

Harassment is unwanted conduct related to relevant protected characteristics that:

- has the purpose of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person; or
- is reasonably considered by that person to have the effect of violating his/her dignity or of creating an intimidating, hostile, degrading, humiliating or offensive environment for him/her, even if this effect was not intended by the person responsible for the conduct.

People can be subject to bullying and harassment on a wide variety of grounds including:

- ethnic origin, nationality, skin colour or cultural differences
- gender or gender re-assignment
- sexual orientation
- religion or belief
- a willingness to challenge harassment, leading to victimisation
- age
- impairments, sensory impairments or learning disability
- real or suspected infection any illness or condition which may be seen as carrying a social stigma
- political views
- clash of personalities
- perceived poor performance.

Bullying and harassment may take many forms including:

- physical contact, ranging from touching to serious assault
- verbal and written harassment through jokes, offensive language, gossip, slander, letters, texts or Social Media
- visual display of posters, obscene gestures
- isolation or non-cooperation at work
- coercion
- persistent undermining of an individual
- rudeness and verbal aggression.

4. What is victimisation?

Victimisation is subjecting a person to a detriment because he/she has, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing him/her or someone else, or supported someone to make a complaint or given evidence in relation to a complaint.

Provided that you act in good faith, i.e. you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a complaint of bullying or harassment and DIY Theatre Company will take appropriate action to deal with any alleged victimisation.

Making a complaint that you know to be untrue, or giving evidence that you know to be untrue, may lead to disciplinary action being taken against you.

5. DIY Theatre Company's response to bullying and harassment

- a. DIY Theatre Company will treat every case of proven bullying or harassment as a Serious Matter, which in severe cases could lead to termination of employment, termination of a freelance contract, or a volunteer or member being asked to leave the organisation, in line with our disciplinary procedures or in referral to the police for investigation.
- b. All allegations of bullying and harassment will be treated seriously and confidentially. Investigations will be undertaken and solutions will be sought in discussion with the complainant who will be protected against any form of victimisation that may arise as a result of making the complaint.

What should freelancers, staff members, volunteers or members do if they think they are being bullied or harassed?

- If the employee, volunteer or member feels able to, they should speak to the individual or individuals concerned and explain that their behaviour is causing distress.
- If this proves ineffective, or the freelance staff member, employee, volunteer or member feels unable to do this, they should approach The Lead Arts worker or Emerging Artist to arrange a confidential meeting to discuss the matter.
- If the Lead Arts worker or Emerging Artist is involved either directly or indirectly in the alleged harassment, then the freelancer, employee, volunteer or member should discuss the matter with the Artistic Director Sue Caudle or Access Coordinator Bill Skeer as appropriate.
- Staff, freelance artists, volunteers or members in such a position may wish to discuss the matter with a colleague, friend or relative who may accompany them and support them in such discussions.

All cases of bullying and harassment will be treated extremely seriously. It may sometimes be appropriate to address the issue through informal procedures. **Proven bullying or harassment will be dealt with through DIY Theatre Company's disciplinary procedures.**

6. Making this policy work

DIY Theatre Company will ensure that this policy is made known to all new staff, freelance artists, volunteers and members as part of their induction.

DIY Theatre Company will review the outcomes of cases where complaints of bullying and harassment have been made to check that the proper procedures have been followed and to identify any points that can be learned from those cases and implement any necessary changes.

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