

# **Wellbeing & Harassment Policy**

Version Number: 002

Responsibility for policy: *Repertory Society*

Last Reviewed: August 2019

Next Review Date: May 2021

## **1. Purpose**

*Repertory Society* is committed to a policy to address harassment, bullying and discrimination for the wellbeing of all, including:

- providing an effective and fair complaints procedure
- promoting appropriate standards of conduct at all times
- ongoing assessment of risks surrounding each of our work environments, including administrative, workshops, rehearsal, production, and/or performance spaces.

## **2. Scope**

This code of conduct should be understood as being non-binding, in that it does not have constitutional force, is not a prescriptive set of rules for behaviour, and is not a guide to meeting procedure. It is instead a series of expectations.

## **3. Bullying**

*Repertory Society* supports a culture of inclusiveness and encouragement. As a result, threatening or bullying behaviour of any kind (whether physical, verbal or digitally) will not be tolerated. This includes bullying related to race, culture, religion, physical appearance and sexual orientation. We promote the encouragement of people doing their best, and do not tolerate anyone being put down or discouraged for the hard work they are putting into the production.

## **4. Harassment-Free Environment**

*Repertory Society* are dedicated to providing a harassment-free experience for everyone, regardless of gender, sexual orientation, disability, physical appearance, race or religion. We do not tolerate harassment in any form.

Harassment and Sexual Harassment behaviours include: (this list is not exhaustive)

- Unwanted behaviour of a sexual nature, which can include inappropriate touching, sexually suggestive comments, gestures, jokes, leering, displaying offensive visual material.
- Sexual harassment through online activities/social media.
- Physical assault, pushing, unwanted touching.
- Threats of violence, harm or loss.
- Threats of unfavourable or damaging treatment.
- Hostile and intimidating gestures or language.
- Screaming or swearing; or unwarranted yelling.
- Demeaning, degrading and abusive language.
- Inappropriate comments about personal appearance or lifestyle.
- Ridicule, unwelcome teasing or practical jokes, taunting or mimicking behaviour; by spoken word, email, text or written/visual material.
- Constant criticism or insults.
- Public reprimands or humiliation in front of others.
- Intruding on a person's privacy by pestering, spying or stalking.

Behaviours that are not considered Bullying or Harassment include:

- Friendly banter, light-hearted exchanges, occasional compliments.
- Friendships, sexual or otherwise, where both people consent to the relationship.
- Issuing reasonable instructions and expecting them to be carried out.
- One-off forgetfulness, rudeness or lack of tact.

- Warning or disciplining someone in line with complaints procedure
- Expressing opinions assertively that are different than others.
- Constructive feedback and legitimate advice or peer review.

### **5. Supporting Children within *Repertory Society***

A number of *Repertory Society* shows include a mixed cast of both adults and children. There will be no tolerance for lewd or inappropriate discussions or behaviour from cast, crew and production team in productions ESPECIALLY where children are involved.

For safety, no adult who is not a parent, guardian or designated supervisor should be alone in an isolated area with a child or a group of children. This is of particular importance within dressing rooms and backstage.

### **6. Managing Spontaneity**

*Repertory Society* is aware that, due to the nature of improvisation and certain types of scripts, that sometimes inappropriate things come out. We trust that you will use your professional judgement as performers and backstage personnel to ensure the work we present does not become inappropriate or harmful whether on-stage or off.

In a workshop or rehearsal situation, we encourage you to state clearly, and remove yourself from a scene if you are finding it personally offensive or uncomfortable. For others present, including the scene partner, you need to accept and respect the individual's choice in that moment. If further discussion is needed, this should take place as soon as possible. If it can be handled quickly, then it should be done straight away, or time should be set aside at the end of the workshop/rehearsal.

### **7. Communication**

In order to promote a culture of respect and personal safety, gossip should not be engaged in. This does not include when you are supporting others in difficult situations, to resolve concerns or debrief.

### **8. Drugs & Alcohol**

*Repertory Society* does not permit the possession or consumption of drugs and alcohol prior to or during rehearsals, production meetings and performances. As *Performance Venue* is a licensed facility, it is **illegal** to bring any alcohol on site.

*Repertory Society* provides a safe 'after party' environment on the final night of a show. This takes place at *Performance Venue* and consists of a formal part of the evening followed by a supper. If cast members choose to move the venue of the 'after party' following the formal part of the evening, we would expect a continued level of behaviour and conduct to remain in place. However, *Repertory Society* takes no responsibility once individuals are off site.

### **9. Raising Concerns**

If you have issues with other cast members, crew or members of the production team, this should be raised through the appropriate channels. In the first instance, the director or production manager should be approached. If you do not feel comfortable doing this, you are welcome to approach any member of the *Repertory Society* Committee with your concerns.

### **10. Consequences**

*Repertory Society* reserves the right to apply a consequence to any member found to be breaching the expectations of this policy. These may include but are not limited to:

- Immediate removal from the environment
- Formal written warning
- Withdrawal from the current production

- Withdrawal from *Repertory Society* events i.e. AGM, Pack-outs, Club Nights
- Suspension from involvement with *Repertory Society* productions for a period of time and/or permanently

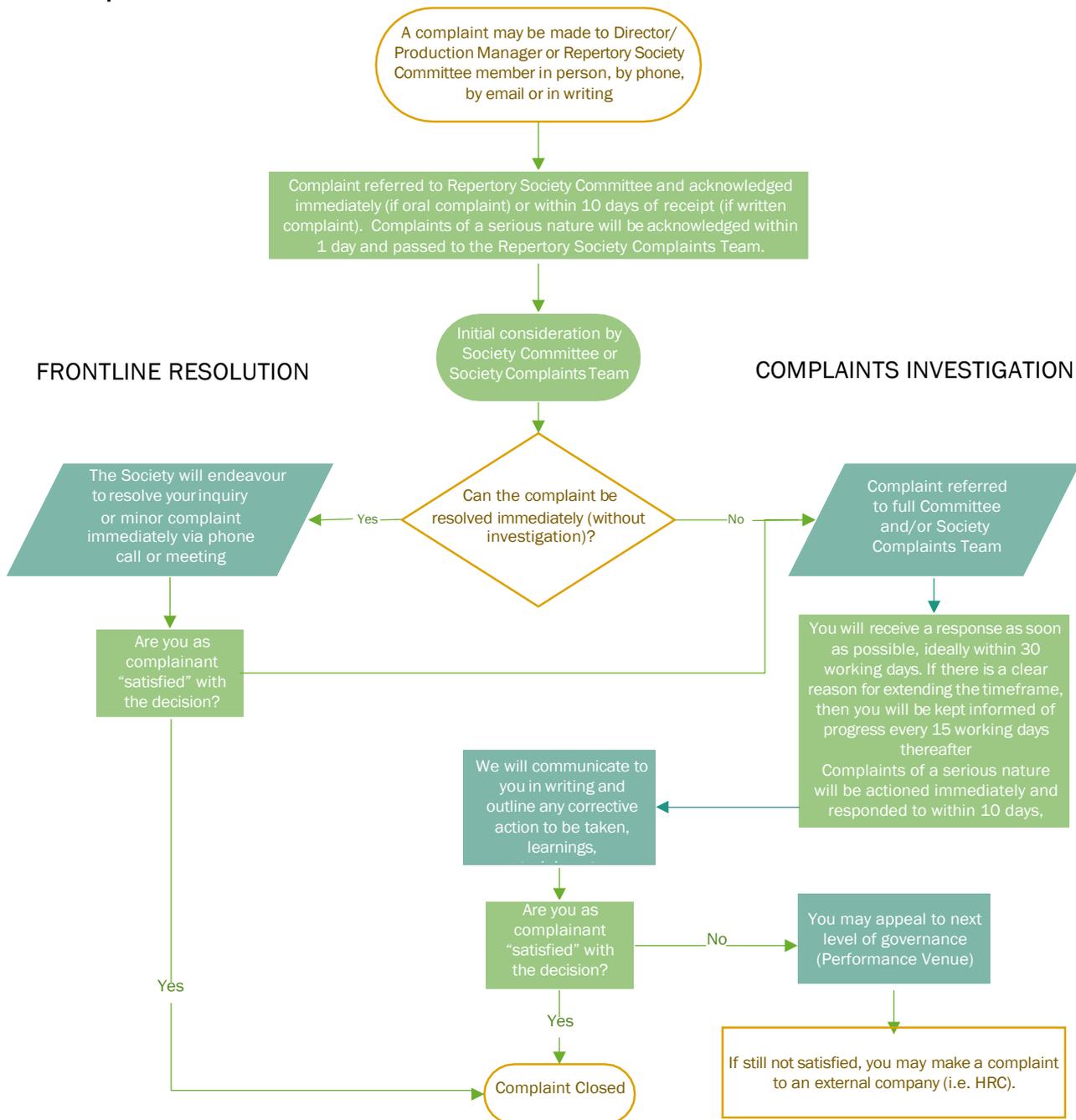
#### **11. Related Documents**

This policy should be read in conjunction with the following:

- The *Repertory Society* Personal Information and Privacy Policy
- The *Performance Venue* Use Policy

## APPENDIX

### Complaints Procedure



The complaint must include the following details:

- Who the complaint is against
- The behaviour being complained about
- Details of the specific incident and any related incidents, including the date, time and place incidents are alleged to have taken place;
- What the complainant did in response
- Whether there were any witnesses or people who could provide relevant information
- Any requests or suggestions as to how the matter could be satisfactorily resolved

If required a full and fair investigation will follow involving the complainant; the witnesses; and person responsible for the alleged behaviour. The investigation process will be neutral, impartial and written records will be kept. The aim of the investigation is to determine whether the alleged complaint did take place and if so what action will be taken.

If a complaint is upheld, *Repertory Society* is committed to taking action.