

## **DIGNITY, RESPECT AND WELLBEING AT WORK POLICY**

Inclusivity is at the heart of GSC's work. We are committed to the equality of opportunity and access for all, and strive to build a strong, diverse community of professionals all working towards the aim of making great theatre and participatory experiences. Our ambition is to create a nurturing and artistic working environment that is accessible and welcoming to all. We strive to ensure that every employee, audience member, or any other person connected to the work of GSC is treated fairly, lawfully, and free from discrimination. We are committed to equality of opportunity in which individuals are selected for employment and treated on the basis of their relevant merits.

GSC is committed to providing a working environment free from any sort of harassment, bullying or intimidation and believes that anyone who encounters our organisation has the right to be treated with respect.

GSC is committed to dealing with complaints in a fair and sensitive manner and will endeavour to ensure confidentiality with respect to any complaints it receives, so colleagues feel confident they can report or discuss any problem.

All employees will be expected to comply with this policy and the management will take appropriate measures to ensure that bullying and/or harassment does not occur. Appropriate disciplinary action, including dismissal for serious offences, will be taken where bullying/harassment allegations are upheld against an employee. In the case of non-employees, appropriate sanctions, including for example suspension or exclusion of contracts and exclusion from the site, will be taken.

**Discrimination** is unlawful and involves treating someone less favourably or unfairly compared to others on the grounds of a protected characteristic. In other words, based on their gender (or gender re-assignment), marital status, religious belief and/or political opinion, race, disability, age, pregnancy and maternity leave, sexual orientation, being a civil partner or membership or non-membership of a Trade Union.

**Harassment** is defined by the 2010 Equality Act as "unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual".

**Bullying** is defined by ACAS as "offensive, intimidating, malicious or insulting behaviour, or an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient."

Legitimate, constructive and fair criticism of an employee's performance or behaviour at work is not defined as bullying. In addition, isolated incidents of abruptness, sharpness, or rudeness whilst unacceptable would not be described as bullying.

**Victimisation** is treating colleagues less favorably because of actions they have taken, for example having made a formal complaint about someone or giving evidence against a colleague.

A non-exhaustive list of bullying and harassment include:

- spreading malicious rumours, or insulting someone by word or behaviour
- ridiculing or demeaning someone – picking on them or setting them up to fail
- exclusion from conversations, social groups
- overbearing supervision or other misuse of power or position

- unwelcome sexual advances – touching, standing too close, display of offensive materials, asking for sexual favours, making decisions on the basis of sexual advances being accepted or rejected
- making threats or comments about job security without foundation
- deliberately undermining a competent worker by overloading and constant criticism
- preventing individuals progressing by intentionally blocking promotion or training opportunities.

### **Who does this Policy apply to:**

- to all GSC employees full-time, part-time or freelance
- Actors, directors, writers, creative teams, stage managers, technicians, front of house staff, catering staff, box office staff and all other theatre staff, whether employed directly by us or by our co-producing or touring partners.
- Freelance staff, volunteers, casual or agency workers, workshop participants, clients and other business contacts.
- Audience members and all others we encounter on a professional basis.

For the purpose of this policy, all the above may be collectively referred to as ‘colleagues’ or ‘employees’ herein.

### **Where does it apply:**

- Anywhere in the workplace and at work associated events such as meetings, conferences and work-related social events, whether on the premises or off site
- Venues with which we are co-producing or touring to
- Auditions and interviews
- Professional conferences, seminars, or training sessions
- On social media – both GSC’s and the colleagues
- On public media including digital, broadcast and print

### **Behaviour within the context of a Production or Workshop**

There may be examples of behavior of either bullying or harassment that would not normally be deemed appropriate under any circumstances that may be directly required within the nature or context of a production or workshop. Examples could be using language which would normally be perceived as inappropriate, rough or sexual handling or intimate touching. Such behavior would only be deemed appropriate after discussion with and mutual agreement by all concerned:

### **Reporting Pathways**

**Staff:** (full time, part time, fixed term, work placements): Co-Founders and Producers, followed by the Senior Lead Safeguarding Trustee.

**Actors:** to the Company Manager in the first instance, followed by Co-Founders and Producers for all other work.

**Stage Managers:** to the Company Manager in the first instance, followed by the Co-Founders and Producers.

**Creative teams (directors, designers):** to the Creative Learning Producer for education work, and the Co-Founders and Producers for all other work.

**Technical and support staff:** to the Company Manager, followed by Co-Founders and Producers.

**Facilitators:** to the Creative Learning Producer, followed by Co-Founders and Producers

**Front of House Stewards:** to the Front of House Manager, followed by Co-Founders and Producers.

### **If you feel your dignity at work has been affected**

Try to sort out matters informally if you feel able to do that. The person may not know that their behaviour is unwelcome or upsetting and an informal discussion or even an email may help them understand the effects of their behaviour and result in their agreement to change.

Alternatively, you can talk in confidence to your Line Manager, or if you are freelance, you should identify the relevant person above under the heading Reporting Pathways, to get advice on how to handle this informally. If your concerns are about your Line manager, you should speak to the Co-Founders and Producers.

It is useful to keep a log of all incidents – records of dates, times, any witnesses, your feelings, and copies of anything you feel is relevant, for example, emails.

If you are unable to resolve matters informally, or the situation is too serious to be dealt with informally, you can raise a grievance by using GSC's grievance Procedure. This sets out the process that will be followed to ensure your concerns are addressed fairly, confidentially, and consistently at the earliest opportunity.

Your concerns will be investigated, and this may involve talking to you further about your grievance and/or to other members of staff who were witnesses, or who were involved in the grievance. Once the investigation is complete, the Co-Founders and Producers or Senior Lead Safeguarding Trustee will meet with you to discuss your grievance and will provide you with a formal response in writing.

Where a grievance is upheld and involves the actions of another member of staff, this may result in a disciplinary action being taken against that individual and could lead to dismissal in serious or repeated cases.

It will always be assumed that complaints are made in good faith. If it becomes apparent that an accusation was deliberately false, mischievous or vexatious, and was not due to a misunderstanding or genuine mistake, it will be treated as a serious matter and may lead to disciplinary action against you.

### **If you are advised your behaviour has affected a colleague's dignity at work**

You will doubtless find this accusation very stressful and upsetting. However, you should treat this as a serious matter and do all you can to resolve the situation at an early stage. If you are approached in this context there are a number of things to consider:

- If a person feels offended by your behaviour the feelings are very real to them, so try to remain calm and objective and be open and receptive to the comments being made;
- Do not try to convince the complainant their claims are invalid or that they should withdraw the complaint as this may amount to victimisation;
- Look at your behaviour to see how it might have given rise to the complaint and how it might be modified;
- An informal meeting often presents an opportunity to clarify actions or behaviour and for an apology if your behaviour has been misinterpreted;

### **Training and communication**

The company will provide relevant training to all employees and management on how best to implement this policy and maintain the values of dignity and respect in the workplace. The company is also committed to communicating this policy in so far as is practicable to all relevant persons to who it may apply.

### **Further Information**

This policy will be subject to regular review in line with changes in legislation, case law, other relevant developments, changes in the workplace and the experiences of the organization in implementation. All questions relating to the execution or interpretation of this policy should be referred to the General Manager.