

Dignity at Work Policy

1 Introduction

1.1 EVE values everyone who works for it equally, whether they work full or part time, are employed or self-employed.

1.2 EVE recognises that threatening or intimidating behaviour can create a work environment that interferes with job performance, undermines job security, and causes undue stress. We are committed to providing a work environment and culture in which everyone that we work with - are treated with dignity and respect, free from bullying, intimidation and harassment. We believe in building relationships on the basis of mutual respect and we strive to create an environment where it is possible to give and receive feedback in a constructive way. We aim to ensure that everyone at EVE understands the expectations that relate to acceptable behaviour.

1.3 We also recognise that harassment and bullying are serious offences and we will not tolerate any form of harassment or bullying by or of our staff, performers, trainers, event attenders or others that we deal with.

1.4 We undertake to work with all parties involved to resolve complaints of harassment and bullying. To achieve this, we will ensure that procedures are in place for the reporting of complaints, we will deal with all complaints promptly, fairly and confidentially and we will allow all parties concerned the opportunity to make their case and to appeal a judgement if they feel that it is unfair.

1.5 Where bullying or harassment is found to have occurred we will take appropriate action against the perpetrators.

1.6 This policy will be reviewed periodically by EVE's management and amended if required by changes in legislation or significant developments in employment law practice.

2. Policy Aims

This policy is intended to:

- increase awareness of what is unacceptable behaviour;
- increase awareness that any form of harassment is unacceptable;
- provide a mechanism for complainants to report cases for resolution; and
- provide a mechanism for complaints to be properly investigated and addressed.

3. What are Harassment & Bullying?

3.1 Harassment is defined as any unwelcome behaviour that has the effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment. Harassment may be related to "protected characteristics" under the Equality Act 2010, i.e: a person's age, disability, gender reassignment, race, religion/ belief, sex, sexual orientation, marriage/civil partnership and pregnancy/maternity or to a personal habit or characteristic. It may also be related to issues such as work status (e.g. part time work), trade union membership or non-membership. Harassment can take many forms and may be directed at one person or at several.

3.2 Bullying is offensive treatment through vindictive, cruel, malicious or humiliating attempts to undermine an individual employee or group of employees. Bullying may combine a variety of different approaches – it can be physical, verbal or non-verbal. It can be experienced from manager to subordinate, subordinate to manager, peer to peer, group of staff to individual. It is insidious (in other words, implied criticism rather than actually stated) and undermines the ability and confidence of the person on the receiving end. Such persistently negative attacks on personal or professional performance are often not apparent to anyone else.

3.3 Harassment and bullying can be evidenced in many ways including offensive emails, text or social media content, unwanted physical conduct, suggestive comments, offensive comments. Comments do not have to be directed at the victim, for example commenting on a person's partner's race or disability would be harassment. They do not have to be true, e.g.: comments about a person's perceived sexual orientation could be harassment whatever their actual sexual orientation.

4. When is Behaviour Unacceptable?

4.1 In order to assess whether bullying or harassment has taken place we will consider if the behaviour complained of is unacceptable by reasonable normal standards and if it is harmful or unwelcome to the person or people on the receiving end. Perpetrators may not be aware that their actions amount to harassment, however, what matters is the effect of their actions. A one-off act, if serious, can amount to bullying or harassment. There is recognition that perpetrators may be members of the public and management have a duty of care towards those that work for them.

4.2 Examples of unacceptable behaviour include:

- derogatory comments, offensive language, remarks or jokes;
- spreading malicious rumours or insulting someone;
- insulting behaviours or gestures;
- displaying offensive or suggestive literature or remarks;
- intrusion by pestering, spying or stalking;
- embarrassing, threatening, humiliating, patronising or intimidating remarks;
- unwanted physical contact;
- physical or verbal assault, such as shouting;
- unwelcome sexual advances, such as touching or standing too close;
- undermining a person's self-esteem, for example by constantly making unfavourable comparisons with others or belittling their status;
- deliberately undermining a competent worker by overloading or under loading them with work, and constantly criticising them;
- excluding or isolating a colleague, not co-operating with them or victimising them;

5. What should you do about Harassment or Bullying? Informal Procedure

5.1 Try to talk about it: We aim to create an environment in which people feel safe to speak out about harassment or bullying without fear. If you believe that you or anyone else has been harassed or bullied, consider if you feel your workplace is a safe environment. If so consider the following possible actions –

- If you feel able, it could be a constructive first step to tell the person or people concerned that you do not consent to the behaviour that is being directed at you and that it should stop immediately. In asking them to stop, you are making it clear that their behaviour has made you feel bullied, harassed or unsafe. This gives them an opportunity to stop without anyone else being involved.
- If you do not feel able to make a personal approach, but still wish to keep things informal, you could contact Equity or Dann or Emily Read to speak to that person on your behalf.

5.2 Put it in writing: Alternatively, you can write to the person or people concerned, keeping a dated copy of the letter.

5.3 This kind of informal action may be enough to end the harassment or bullying, especially if the accused person is unaware that he or she is causing harm. An informal approach, however, may not be sufficient if the person/people concerned do not take responsibility for the action or dispute(s) the allegation.

5.4 If you feel that you are the victim of unacceptable behaviour, keep a record of events, incidents and also any informal action that you would like Dann or Emily Read to undertake.

6 What should you do about Harassment or Bullying? Mediation

Once Dann or Emily have followed up your concern and confirmed an outcome, if you are unhappy with the resolution you can contact Equity who will then investigate the issue on your behalf.