



Discrimination, Bullying & Harassment Policy

Updated July 2025
Next review due February 2026

1. Purpose and Commitment

We are committed to creating and maintaining an environment free from discrimination, bullying, harassment and victimisation. We believe that everyone should be treated with fairness, dignity and respect, regardless of age, disability, gender reassignment, marital or civil partnership, pregnancy and maternity, race (including colour, nationality, ethnic or national origin), religion or belief, sex or sexual orientation.

2. Scope

This policy applies to all **freelancers, contractors, volunteers, stakeholders, suppliers, and visitors** and covers all interactions in person, via email, phone or online platforms, as well as work-related locations, events and social activities.

3. Definitions

Harassment

Unwanted conduct related to a protected characteristic that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment.

Examples: Derogatory jokes, verbal abuse, offensive gestures, or exclusion.

Sexual Harassment

Unwanted verbal, non-verbal, or physical conduct of a sexual nature that affects dignity or creates a hostile environment.

Examples: Sexual comments, unwanted physical contact, suggestive emails.

Bullying

Offensive, intimidating, malicious, or insulting behaviour intended to undermine or humiliate.

Examples: Spreading rumours, persistent criticism, isolating someone.

Victimisation

Treating someone unfairly because they have made or supported a complaint.

4. Responsibilities

- **All:** Freelancers & Contractors: Treat everyone with dignity and respect; report concerns promptly.
- **Managers & Directors:** Act as role models; respond promptly to complaints; ensure confidentiality.
- **Organisation:** Provide fair investigation and protect against retaliation.

5. Prohibited Behaviour

The following is not tolerated:

- Physical or verbal abuse
- Offensive jokes or slurs
- Unwelcome advances or sexual behaviour
- Display of offensive material (including digital content)
- Cyberbullying or inappropriate conduct in virtual meetings
- Retaliation against someone raising a concern

6. Reporting and Support

Informal Resolution

Tell the individual their behaviour is unacceptable, if safe to do so.
You may ask a manager or colleague to support you in this discussion.

Formal Complaint

If Report to the Artistic or Operations Directors. Reports will be handled confidentially and with sensitivity.

7. Investigation Process

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about the harassment or bullying to your manager or the Artistic Director. We will acknowledge your complaint within 3 working days and conduct an investigation in a timeframe of 10-15 working days.

Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to separate you while the matter is being investigated.

We will communicate the outcome in writing to you and explain your right to appeal should you be dissatisfied with our decision.