

ENGLISH TOURING OPERA

Anti-Bullying and Anti-Harassment Policy

1 About this policy

- 1.1 English Touring Opera (ETO) is committed to providing a working environment free from harassment and bullying and ensuring all staff are treated, and treat others, with dignity and respect.
- 1.2 This policy covers bullying and harassment which occurs at work and outside the workplace, such as on tours, business trips, at concerts or other work-related events, or social functions. It covers bullying and harassment by employees, officers, contractors, singers, players, production team members, technicians, creative artists, volunteers, casual workers and associates of English Touring Opera and also by third parties such as audience-members, customers, suppliers or visitors to any premises we may occupy, including any temporary premises, theatres, schools, libraries and any rehearsal studio, fitting room, workshop or performance venue.
- 1.3 This policy does not form part of any contract of employment or any form of contract of engagement and we may amend it at any time.

2 What is harassment?

- 2.1 Harassment is any unwanted physical, verbal or non-verbal conduct that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. A single incident can amount to harassment.
- 2.2 It also includes treating someone less favourably because they have submitted or refused to submit to such behaviour in the past.
- 2.3 Unlawful harassment may involve conduct of a sexual nature (sexual harassment), or it may be related to age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation. Harassment is unacceptable even if it does not fall within any of these categories.
- 2.4 Harassment may include, for example:
 - 2.4.1 unwanted physical conduct or "horseplay", including touching, pinching, pushing and grabbing;
 - 2.4.2 unwelcome sexual advances or suggestive behaviour (which the harasser may perceive as harmless);
 - 2.4.3 offensive e-mails, text messages or social media content;
 - 2.4.4 mocking, mimicking or belittling a person's disability; and/or

2.4.5 racist, sexist, homophobic or ageist jokes or derogatory remarks about a particular ethnic group or religious group or gender.

2.5 A person may be harassed even if they were not the intended “target”. For example, a person may be harassed by racist jokes about a different ethnic group if the jokes create an offensive environment.

3 **What is bullying?**

3.1 Bullying is offensive, intimidating, malicious or insulting behaviour involving the misuse of power that can make a person feel vulnerable, upset, humiliated, undermined or threatened. Power does not always mean being in a position of authority, but can include both personal strength and the power to coerce through fear or intimidation.

3.2 Bullying can take the form of physical, verbal and/or non-verbal conduct. Bullying may include, by way of example:

3.2.1 physical or psychological threats;

3.2.2 overbearing and intimidating levels of supervision;

3.2.3 inappropriate derogatory remarks about someone or about someone’s performance.

3.3 Legitimate, reasonable and constructive criticism of a member of staff or freelance associate’s performance or behaviour, or reasonable instructions given to staff or freelance associates in the course of their employment or engagement, will not amount to bullying on their own.

4 **If you are being harassed or bullied**

Informal steps

4.1 If you are being harassed or bullied, consider whether you feel able to raise the problem informally with the person responsible. You should explain clearly to them that their behaviour is not welcome and/or makes you uncomfortable. If this is too difficult or embarrassing, you should speak to the Company Stage Manager (freelance singers, conductors and répétiteurs, orchestra musicians, creative artists, stage managers and technical personnel), or Office Administrator (administrative staff), who can provide confidential advice and assistance in resolving the issue formally or informally.

4.2 If you are unsure whether an incident or incidents amount to bullying and harassment, you can contact the Company Stage Manager (freelance singers, conductors and répétiteurs, orchestra musicians, creative artists, stage managers and technical personnel), or Office Administrator (administrative staff) informally for confidential guidance and support.

Raising a formal complaint

- 4.3 If informal steps are not appropriate, or have not been successful, you should raise the matter formally as follows:
- 4.3.1 Employees should raise the matter under our Grievance Procedure; and
 - 4.3.2 Other individuals who are not employee should raise the matter under our Associates' Formal Complaints Procedure.

Copies of these policies are available from the Company Stage Manager, Office Administrator, on ETO's internal "F Drive" under Company Policies, or on the ETO website (on the Policies page).

- 4.4 We will investigate complaints in a timely and confidential manner. The investigation will be conducted by someone with appropriate experience and no prior involvement in the complaint, where possible. Details of the investigation and the names of the person making the complaint and the person accused must only be disclosed on a "need to know" basis. We will consider whether any steps are necessary to manage any ongoing relationship between you and the person accused during the investigation.
- 4.5 Once the investigation is complete, we will inform you of any outcome. If we consider you have been harassed or bullied the matter may be dealt with under the Disciplinary Procedure as a case of possible misconduct or gross misconduct or otherwise if the Disciplinary Procedure does not apply to the harasser or bully. In such a situation, we will consider what action would be appropriate to deal with the problem. Whether or not your complaint is upheld, we will consider how best to manage any ongoing working relationship between you and the person concerned.

5 Protection and support for those involved

Anyone who makes complaints or who participates in good faith in any investigation must not suffer any form of retaliation or victimisation as a result. Anyone found to have retaliated against or victimised someone in this way will be subject to disciplinary action under our Disciplinary Procedure, as applicable.

6 Record-keeping

Information about a complaint by or about an employee may be placed on the employee's personnel file, along with a record of the outcome and of any notes or other documents compiled during the process.

Policy Adopted, June 2018

Revised and Updated 24.01.19 by J-EFS in consultation with external consultant TandonHildebrand

Adopted by Company February 2019

Board Review & Ratification pending (to be raised at ETO Board Meeting June 2019)

ADOPTED BOARD MEETING 17.06.19

