

# Louth Playgoers Society Limited



## Policy Title

Harassment policy

## Purpose

Louth Playgoers Society Ltd. is committed to ensuring equality of opportunity and fair treatment in the workplace for everyone. The company will provide a working environment where everyone is treated with respect and dignity, regardless of any and all characteristics whether protected or not within the Equality Act 2010.

The company will not tolerate any form of harassment or bullying within the theatre.

The company will treat all complaints of harassment and bullying seriously and will investigate them with an objective of stamping out any inappropriate behaviour.

## Policy Governance

The following table identifies who is accountable, responsible, informed or consulted with in regards to this policy.

- Responsible – the person(s) responsible for developing the policy
- Accountable – the person who has ultimate accountability and authority for the policy
- Consulted – the person(s) or groups to be consulted prior to final policy implementation or amendment
- Informed – the person(s) or groups to be informed after policy implementation or amendment.

<b>Responsible</b>	Chairman of the Board
<b>Accountable</b>	Theatre Manager
<b>Consulted</b>	Board
<b>Informed</b>	All Volunteers and employees

## **What is harassment?**

Harassment is any unwanted conduct that offends or causes embarrassment or distress to the recipient.

Harassment can take many forms, ie face to face, via third parties, e-mail, in writing, social media or telephone.

## **Reporting harassment/bullying**

Team members have an absolute right to complain if they are treated in a manner that they believe constitutes harassment or bullying by anyone not just a colleague. Team members who raise a genuine complaint will not be subjected to any unfavourable treatment or victimisation as a result of making a complaint.

However, if it is established that a team member has made a deliberately false or malicious complaint against another person necessary action will be taken.

Any team member who witnesses an incident that they believe constitutes harassment or bullying of anyone should report the incident in confidence either to their Team Co-ordinator. The company will treat all such reports seriously and will handle the information in strict confidence as far as it is possible to do so.

## **How to make a complaint**

Before raising a complaint, the team member is encouraged in the first instance to talk directly and informally to the person whom they believe is causing the harassment explaining what aspect of the person's behaviour is unacceptable. It may be that the person whose behaviour is causing offence is genuinely unaware that their behaviour is unwelcome. A direct approach can resolve the matter without the need for formal action.

The team member may feel uncomfortable in approaching the person direct or may have already approached the person to no avail. In this situation they should, raise a complaint in accordance with the Theatre's Complaints Policy. In bringing a complaint of harassment/bullying, the team member should wherever possible state:

- the name of the person whose behaviour he/she believes amounts to harassment or bullying;
- the type of behaviour that is causing offence, together with specific examples if possible;
- date and time of the incident of harassment or bullying occurred, and where it occurred;
- the names of anyone who witnessed any incidents, or who themselves may have been the victims of harassment or bullying by the same person; and
- any action that the team member has already taken to try to deal with the harassment.

### **Feedback to the complaint**

The person making the complaint should be given reassurance that action has been taken to ensure no further harassment or bullying will occur. They are not entitled to know the outcome of any disciplinary action if taken.

Feedback will be given in accordance to the Theatre's Complaints Policy.