

Anti-Bullying and Harassment Policy



Purpose

The Joseph Rowntree Theatre is committed to providing a safe, welcoming, inclusive and respectful environment for all volunteers, trustees, staff, performers, contractors, audience members and visitors. Bullying, harassment, discrimination and victimisation will not be tolerated under any circumstances.

Scope

This policy applies to all individuals involved with the Theatre, including employees, volunteers, trustees, visiting companies, performers, contractors and members of the public attending Theatre activities or events.

The policy applies to conduct occurring:

- On Theatre premises.
- During rehearsals, performances and events.
- At meetings, training sessions and social activities connected with the Theatre.
- Through email, social media, messaging applications or other digital communications relating to Theatre activities.

Definitions

Bullying is unwanted behaviour that intimidates, humiliates, undermines or offends another person. Bullying may be a one-off serious incident or a pattern of behaviour.

Examples include:

- Verbal abuse, insults or ridicule.
- Excluding individuals without justification.
- Spreading rumours or malicious gossip.
- Excessive criticism or intimidation.
- Misuse of authority or position.

Harassment is unwanted conduct related to a protected characteristic or any behaviour that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment.

Examples include:

- Offensive comments, jokes or gestures.
- Unwanted physical contact.
- Inappropriate sexual remarks or behaviour.
- Discriminatory language or actions.
- Online harassment or abusive communications.

Responsibilities

Everyone associated with the Theatre has a responsibility to:

- Treat others with dignity and respect.
- Promote an inclusive and positive culture.
- Challenge inappropriate behaviour where safe and appropriate.
- Report concerns promptly.

Trustees, managers and those in leadership positions have an additional responsibility to lead by example and take all complaints seriously.

Reporting Concerns

Anyone who experiences or witnesses bullying or harassment is encouraged to report the matter as soon as possible.

Reports may be made to:

- The Executive Support Officer - juliette.risingham@jrtheatre.co.uk
- A trustee
- Company Secretary - secretary@jrtheatre.co.uk
- The Chair of Trustees, where appropriate.

Complaints will be handled sensitively, confidentially and fairly. Confidentiality will be maintained as far as possible while allowing a proper investigation to take place.

Investigation and Action

All complaints will be assessed promptly and, where appropriate, investigated impartially.

Following an investigation, the Theatre may take action, including:

- Informal resolution or mediation.
- Formal warnings.
- Removal from Theatre activities.
- Termination of volunteer, contractor or employment arrangements.
- Referral to external authorities where necessary.

Retaliation against anyone who raises a concern or participates in an investigation is prohibited and may result in formal action by the trustees.

Complaints about a visiting company will be investigated by the Joseph Rowntree Theatre if that complaint is made by a volunteer or employee of the Theatre. Any concern that is linked entirely to visiting companies will be referred to that company to investigate and report back to the trustees.

Commitment

The Joseph Rowntree Theatre is committed to fostering a culture of respect, equality and inclusion. Everyone has the right to participate in Theatre activities free from bullying, harassment and discrimination. By working together, we can ensure the Theatre remains a safe and welcoming place for all.