

## **BULLYING AND HARRASSMENT POLICY STATEMENT**

### **1.Introduction**

Chrysalis Arts Development Ltd (CAD) believes that everyone working for or in association with CAD has a right to be treated with courtesy, dignity, fairness and respect at all times.

CAD does not tolerate any form of harassment and bullying including abuse or misuse of power and is committed to providing a work environment that is free from inappropriate and offensive behaviour, intimidation, threats, discrimination, bullying or harassment.

All employees, project managers, artists, volunteers and anyone undertaking work for CAD have the right to be treated with dignity and respect and have a duty of care to be aware of how their behaviour affects others. CAD will not tolerate any behaviour that amounts to bullying or harassment on any grounds and recognises this may be unlawful.

CAD will do all that it can to prevent bullying or harassment occurring and will ensure that all employees, project managers, artists, volunteers and anyone undertaking work for CAD feels safe to air their concerns should this occur, with the confidence that the matter will be treated seriously.

Harassment at work is unlawful under the Equality Act 2010. Bullying itself is not against the law, but harassment is. This is when the unwanted behaviour is related to one of the following:

- age
- sex
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sexual orientation

## 2. Effects of bullying or harassment

Bullying or harassment can have an adverse effect on a person's working life and general health, which can result in reduced productivity, lower efficiency, increased absence, divided teams and increased labour turnover.

It is important for everyone to remember that harassment does not need to be intentional and that we all need to bear in mind the ways in which unintentional conduct could upset or offend other individuals.

## 3. Definitions: forms of bullying or harassment

Bullying or harassment may take many forms, and is always unacceptable and inappropriate in the workplace. Whatever the form of bullying or harassment, it will be "unwanted behaviour that is both unwelcome and unpleasant".

Bullying is defined as persistent, offensive, abusive, intimidating or insulting behaviour, an abuse or misuse of power or unfair sanctions which make the recipient feel upset, threatened, humiliated or vulnerable, which undermines their self-confidence and which may cause them to suffer stress.

Forms of bullying may include:

### **Overt bullying**

Shouting at employees/volunteers in public or private  
Issuing threats  
Personal insults/name calling  
Public humiliation or criticism  
Sadistic or aggressive behaviour over a period of time

### **Covert bullying**

Setting impossible deadlines  
  
Altering deadlines for no good reason  
Assigning inappropriately menial tasks  
Persistent and undue criticism  
Turning down reasonable leave requests  
  
Blocking advancement  
Ignoring or excluding an individual

Harassment is defined as unwanted conduct, including an abuse or misuse of power that has the purpose or effect of violating a person's dignity or of creating an intimidating, hostile, degrading, humiliating or offensive environment for that person.

Forms of harassment may include:

- Physical contact, ranging from touching to serious physical assault
- Verbal or written harassment in the form of jokes, inappropriate banter, offensive language, gossip, slander, sectarian songs, letters, racist remarks
- Isolation or non-cooperation in the workplace, exclusion from social activities

- Coercion, ranging from pressure for sexual favours to pressure to participate in political/religious groups
- Intrusion by pestering or following.

Behaviour that is acceptable in one context is not necessarily tolerable in another. Similarly, there may be cultural differences that make some forms of behaviour acceptable to one group of people, but another group would regard the same behaviour as unacceptable.

#### **4. Bullying & Harassment Procedure**

This procedure has been produced in line with, and should be interpreted in the light of, our organisational values.

We all have a responsibility to try to ensure the prevention of bullying or harassment in the work environment, encourage incidents to be reported, respond promptly and ensure our policies and procedures are followed correctly. Legally, employers have a common law duty of care and responsibilities under health and safety and equality legislation.

We will not tolerate any type of bullying or harassment and will ensure that every employee and volunteer has the right to air their concerns should this occur. Bullying or harassment is a serious matter and could amount to gross misconduct.

Managers have a responsibility to take appropriate action in following up any report of harassment and bullying. In cases where appropriate action was not taken managers may be subject to disciplinary action.

This procedure is intended to encourage any employee/volunteer who feels either bullied or harassed, knows of others being bullied or harassed, or knows of others who are bullying or harassing other individuals, to raise his/her concerns in confidence. Any issues raised under this procedure will be dealt with taking into account any request for confidentiality. We have a responsibility to ensure that the procedure is being applied and our commitment to you is that we will do all that we can to provide a safe working environment.

All reported incidents of bullying or harassment will be dealt with seriously and confidentially. There are two approaches which could be taken;

- Informal Approach

Project managers, artists and anyone undertaking work for CAD who feel they are victims of bullying or harassment are encouraged to make it clear to the individual that their behaviour is unacceptable or unwelcome and must stop. This can be a

verbal request or, if it is felt more appropriate, a written request explaining the distress that the behaviour is causing, may be effective.

The complainant should also contact either their project manager or an executive director of CAD orally to alert them to the issue and their intervention may be effective.

- Formal Approach

Where informal methods fail, or serious harassment or bullying occurs the complainant should contact either their project manager or an executive director of CAD as appropriate.

If this does not resolve the issue, the complaint should be confirmed in writing and should state:

- the name of the harasser or bully
- the nature of the type of harassment or bullying with details of what has occurred
- names and witnesses to any incident of harassment or bullying
- any action already taken by the complainant to stop the harassment or bullying

### **Review of Policy**

This procedure will be reviewed every three years or as and when required to reflect any legislative change or good practice developments.

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| <b>Owner</b>                | <b>CAD Board</b>     |
| <b>Procedure lead</b>       | <b>Rick Faulkner</b> |
| <b>Formally endorsed by</b> | <b>CAD Board</b>     |
| <b>Last review</b>          | <b>Feb 2023</b>      |
| <b>Next review</b>          | <b>March 2026</b>    |