

Bullying and Harrassment Policy

In the Equality Act 2010 harassment is defined as 'unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual'.

Bullying is not specifically defined in law, but in their advice leaflet for employees, ACAS give the following definition: 'Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient'. (source: Chartered Institute of Personnel and Development — CIPD)

Examples of harassment and bullying includes (but is not limited to):

- Unwanted physical contact.
- Unwelcome remarks about a person's age, dress, appearance, race or marital status, jokes at personal expense, offensive language, gossip, slander, sectarian songs and letters.
- Isolation or non-cooperation and exclusion from social activities.
- Failure to safeguard confidential information.
- Persistent unwarranted criticism.
- Personal insults.
- Setting impossible deadlines and targets.
- Withholding information essential to do the job properly.
- Excessively tight supervision.
- Public humiliation including being shouted at.

Culture& is committed to promoting dignity and respect at work, creating friendly, comfortable and positive environments within which employees can work and participants can participate. Culture& will not tolerate any form of bullying or harassment against any of its employees, sub-contractors or activity participants and will regard this immediately as a disciplinary offence. Any allegations of bullying or harassment will be treated speedily, seriously and confidentially. Bullying and harassment does not have to be based on sex, race, sexual orientation, religion or belief or otherwise to be taken seriously.

Every employee carries responsibility for their own behaviour.

If you have experienced bullying or harassment, please refer to Culture&'s Grievance policy and procedure.

If you are a line manager dealing with an allegation of bullying or harassment, made against a Culture& employee or associate please refer to the Disciplinary Procedure. You also have a duty to follow up, if the allegation is made against a third party (e.g.

a participant). If this is the case, please refer to the Artistic Director and Chief Executive Officer.

Further Information

- ITC helpsheet 'Bullying and Harassment';
- ACAS advice leaflet Bullying and harassment: a guide for managers and employers;
- Amicus: Dignity at Work project;
- Commission for Racial Equality;
- Disability Rights Commission;
- Equal Opportunities Commission;
- www.amicustheunion.org/www.dignityatwork.org Tel 020 7939 0000 Tel 08457 622 633 Tel 08456 015 901;
- www.cre.gov.uk www.drc.org.uk www.eoc.org.uk;
- EU: Protection of Dignity of Men and Women at Work
www.europa.eu.int/scadplus/leg/en/cha/c10917a.htm
- Health & Safety Executive: Tackling work-related stress www.hse.gov.uk.

Review May 2024