

## **Respect at Work (Adults Safeguarding at work)**

**The Theatre Royal Bath is committed to creating a safe and supportive work environment, free of discrimination, harassment and bullying where everyone is treated with dignity and respect.**

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**Board of Trustees Representative:** Lucy Walker

### **Policy Statement Clause 1**

- I. The Theatre Royal Bath (TRB) encourages a respectful and inclusive work environment where employees can thrive, respecting differences, valuing opinions and welcoming diverse opinions.
- II. TRB is committed to developing and maintaining an environment in which all employees regardless of age, impairment or disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to be themselves at work with equal protection from all types of harm and/or abuse. TRB is committed to dealing quickly and efficiently with any incidents that arise.
- III. TRB recognise that the nature of theatre is to examine topics that are controversial, complex and even provocative; we want to encourage a workplace where all staff can have open – and challenging – discussions about work-related matters. We aim to manage discussions and disagreements in a calm and open-handed way; everyone should listen with care to everyone's point of view and their particular position.
- IV. Everyone who works in the theatre has a right to be free of the threat or presence of any type of harassment and bullying. Artistic freedom of expression is essential but the creative and performance space must be a safe space. No one group is exempt from criticism or privileged with different treatment; this stretches from our Board, to our rehearsal room, and to all areas of our work including our interactions with the general public.
- V. TRB's Respect at Work (Adult Safeguarding at work) Policy is provided to all full-time TRB employees and is referenced and available to download from our website for TRB casual employees, TRBP employees and external organisations.

### **Scope Clause 2**

The policy covers:

- I. All employees holding a contract of employment with TRB and TRBP including but not limited to full-time, casual and production staff and actors
- II. Freelance staff, visitors, contractors, placement students, interns, chaperons and volunteers.
- III. Interaction between employees and with the general public

### **Understanding behaviours and knowing when to report Clause 3**

- I. Everyone has a responsibility to behave in a way that is not knowingly offensive to others and to acknowledge that views and opinions held by others and decisions made by managers and supervisors, may not always coincide with their own. Such differences are unlikely to constitute bullying or harassment.

- II. It must be recognised that those in positions of authority have both a right and responsibility to discharge managerial duties. In so doing they may need to adopt a firm or assertive style, but they should take care not to demean, devalue or intimidate employees or other workers/co-workers.
- III. TRB will take all reasonable action as detailed in this Policy in response to any incident of unacceptable behaviour.
- IV. **Bullying and/or harassment** includes any behaviour that an individual may find offensive, intimidating, humiliating or hostile; which interferes with an individual's work; which causes stress, anxiety, fear or sickness to the individual, for example:
- shouting in public;
  - persistent or unfair criticism;
  - ostracising people;
  - threats and instilling fear;
  - inappropriate use of email and/or social media;
  - spreading malicious rumours;
  - constantly criticising someone's work without constructive support;
  - withholding information in such a way as to undermine or compromise the success of someone's work;
  - removing areas of responsibility and/or imposing inappropriate tasks with no explanation of why these actions are being taken.
- V. Legitimate, reasonable and constructive criticism of a worker's performance or behaviour, or reasonable instructions given to workers in the course of their employment, will not amount to bullying or harassment on their own.
- VI. **Sexual harassment** includes any form of unwanted verbal, non-verbal (including through social media/texting/emailing) or physical conduct of a sexual nature, for example:
- unwelcome sexual advances and/or physical contact;
  - deliberate touching;
  - the display of offensive materials;
  - suggestive gestures and jokes;
  - insinuating and sexualised remarks;
  - promise of advantage for sexual concessions;
  - threat of disadvantage for rejection of advances or for reporting such behaviour;
  - teasing or name calling about an individual's sexual orientation (real or perceived);
  - homophobic 'jokes' or derogatory stereotyping based on sexual orientation;
  - repeated or deliberate misgendering of someone who has made their gender identity known.
- VII. **Age harassment** includes any form of unwanted verbal, non-verbal (including through social media/texting/emailing) interaction, for example:
- telling jokes related to age or the perceived effects, or lack, of age;
  - derogatory stereotyping based on age;
  - talking down to and humiliating staff on the basis of their age.
- VIII. **Racial or religious harassment** any form of unwanted verbal, non-verbal (including through social media/texting/emailing) interaction, for example:
- derogatory or degrading abuse or insults and offensive comments about race or religion;
  - display, circulation or discussion of racist pictures, objects or written materials;
  - repeatedly dismissing or not taking seriously a person's request for their religious practices to be accommodated;
  - unjustified display of emblems that have sectarian or religious significance;
  - telling of jokes related to race or religion.
- IX. **Harassment related to disability** any form of unwanted verbal, non-verbal (including through social media/texting/emailing) interaction, for example:

- mimicry and imitation of the disabled person;
- telling of jokes related to disability;
- offensive comments about disability or matters associated with disability.

**X. In the rehearsal room/on stage:**

- it is never appropriate for an actor to feel vulnerable through nudity, stage direction, or costuming;
- it is never appropriate to push people to share their personal experiences to deepen the work. Offered experiences must remain within the trust of the working room.

- XI. Harassment or discrimination on any of the following grounds is unlawful under the Equalities Act and may lead to legal action or criminal proceedings: Age, race, disability, sexual orientation, gender reassignment, ethnic origins, religion or beliefs, harassment of a sexual nature, marriage and civil partnership, pregnancy and maternity.

**Reporting  
Clause 4**

- I. All employees have the right to report bullying or harassment without fear. All reported and/or identified incidents will be taken seriously by TRB, will be investigated and a record of the incident will be compiled and maintained.
- II. All reports and/or identified incidents, including historical incidents, will be taken seriously and dealt with confidentially.
- III. If you feel able to, then often the quickest and most effective means of dealing with an issue is to raise the matter informally with the person or persons concerned explaining that you find their behaviour offensive or unacceptable and ask them to stop. They may not be aware of the impact of their behaviour.
- IV. If you don't feel able to talk to the person concerned, or, having done so, you feel the matter is not resolved, you can ask for support from your Line Manager, the Theatre Administrator or Theatre Director at any time without judgement.
- V. You are advised to make an accurate and factual record of any harassment or bullying behaviour as soon as you can after experiencing or seeing such behaviour. Make a note of dates, times, location, any other persons present and any witnesses. The information may help in any subsequent investigation.
- VI. If the informal procedure has been ineffective, you should consult your Line Manager and/or the Theatre Administrator and/or the Theatre Director about starting a formal Grievance Procedure. The details of the Grievance Procedure can be found in the Staff Handbook, and are also available from your Line Manager, or from the Theatre Administrator.
- VII. In all serious cases, as soon as you can reasonably do so you should consult your Line Manager and/or the Theatre Administrator and/or the Theatre Director in any event.
- VIII. If you are a freelance practitioner, worker or contractor working within the environs of TRB activity, you should consult your contractor, the Theatre Administrator or Theatre Director.
- IX. The Theatre Administrator will lead an investigation into the report/complaint. This investigation will ordinarily be carried out with the assistance of your Line Manager. In the event that your report/complaint is about your Line Manager, the Theatre Administrator will carry out the investigation with the assistance of another Senior Manager (Theatre Director, Finance Director or General Manager).
- X. In the event that your report/complaint is about the Theatre Director, the Theatre Administrator will pass the report/complaint onto the Theatre Trustee with responsibility for Adult Safeguarding (currently Lucy Walker), who will liaise with the Theatre Chair to investigate the matter accordingly.
- XI. In the event that your report/complaint is about the Theatre Administrator, you should make your report/complaint to the Theatre Director and/or the Theatre Trustee with responsibility for Adult Safeguarding (Lucy Walker).

- XII. All reports/complaints relating to adult-safeguarding will be treated confidentially and shared only as explained in this Policy. The outcome of any investigations will be reported to the Theatre Director and Theatre Trustee with responsibility for Adult Safeguarding. The Theatre Trustee will decide if any reports/complaints should be subsequently reported to the Chair and Board of Directors and/or to the Charities Commission (in the most serious cases).
- XIII. In accordance with standard working practice, each stage of the Grievance Procedure will be documented and agreed in writing with the relevant person/s involved at each stage. All paperwork relating to any incident or complaint raised will be confidential and will be kept securely in accordance with current data protection legislation.

## **Response to disclosure / incidents**

### **Clause 6**

In responding to a disclosure or incident TRB will follow the principals of contextual safeguarding and:

- I. Act with sensitivity and respect for all concerned, acknowledging there may be feelings of shame, frustration, mistrust, and fear.
- II. Ask what does safety / a response / action mean for all concerned questioning how / who can provide support based on their chosen course of actions.
- III. Consider how their actions may impact strategies already enacted.
- IV. Listen without judgement or prejudice to all concerned, questioning if they are being asked to assess risk / respond based on protected characteristics / stereotypes.
- V. Ask the person reporting for what they need (this includes time to process).
- VI. Ask if the records they are keeping are factual, considering who and where they are shared.
- VII. Seek consent and or inform as appropriate the person reporting where appropriate before acting, and share the decision-making process transparently with those whose safety they are aiming to protect.
- VIII. Consider their own wellbeing to relation to the disclosure / incident.

**Please sign to confirm that you have read and understood the Respect at Work (Adult Safeguarding policy), and will work to ensure its delivery:**

<b>Signature:</b>	<b>Name:</b>	<b>Date:</b>

**Additional Help** The UK Theatre helpline can also provide advice and support: You can also email on [advice@theatrehelpline.org](mailto:advice@theatrehelpline.org) , or call 0800 915 4617.

### **Policy Review**

- I. This policy is reviewed annually and following all major incidents.

<b>Reviewed by:</b>	Lindsay Baker	<b>Review Date:</b>	25 <sup>th</sup> July 2010
<b>Reviewed by:</b>	Lindsay Baker	<b>Review Date:</b>	22 <sup>nd</sup> July 2011
<b>Reviewed by:</b>	Lindsay Baker, Nicky Palmer, Kate Cross, Lucy Walker	<b>Review Date:</b>	30 <sup>th</sup> January 2023

#### **Related Policies**

To be read in conjunction with TRB Grievance and Disciplinary procedures, UK Theatre/Equity and or SOLT/Equity Grievance and Disciplinary procedures as applicable and terms and conditions of sale for incidents relating the general public