

Godalming Theatre Group Dignity and Respect Policy

Who we are

The Godalming Theatre Group (GTG) brings joy to hundreds of performers, creatives and supporters every year by performing high quality musicals, pantomimes, drama and social activities within our local community.

About this policy

The trustees and committee of the GTG are committed to creating an environment that is truly inclusive, where people understand, appreciate and value the diversity of each individual and where practices make people feel valued and able to participate and achieve their full potential.

The GTG recognises that such an environment cannot be created or sustained if individuals are subjected to harassment, intimidation, aggression, bullying or other behaviour prohibited under this policy. Such behaviour will therefore not be tolerated by the GTG.

The GTG expects all members and visitors to treat everyone within the GTG community with dignity and respect, and it is committed to creating a culture where individuals feel confident about making complaints about behaviour prohibited under this Policy.

All complaints will be taken seriously and treated sensitively and in a timely manner.

Legal Framework

This policy has been drawn up in accordance with the law. In addition, within the requirements stated in our Constitution.

Supporting Documents

Godalming Theatre Group operates within a framework of policies and procedures, guidance and related documents which, where relevant, should be read in conjunction with this policy

We will practice this Policy by:

The purpose of this Policy is to set out the GTG's position on harassment, bullying, victimisation and other related prohibited conduct.

The GTG expects all actors, creatives and other volunteers to take personal responsibility to ensure that the dignity of everyone we work with is respected; sets out the procedures for dealing with issues of harassment and bullying; and makes provision for everyone to:

- challenge all forms of harassment and bullying;
- have their complaints dealt with quickly and effectively; and
- have the confidence and support to bring complaints without fear of ridicule or reprisal.

This Policy is for use by members and non-members. It covers bullying and harassment in all the spaces in which the GTG operates: the audition space, the rehearsal space, the theatre and in other official and social gatherings.

Implementation

The GTG undertakes to publicise this Policy widely to members and have it available on the GTG website at all times. All members and those with whom the GTG works will be expected to adhere to the GTG Code of Conduct.

Definitions of behaviour

The GTG prohibits the following types of behaviour which are collectively referred to as prohibited conduct in this Policy:

4.1 Harassment

Harassment is unwarranted, unwelcome and uninvited behaviour, which violates an individual's dignity, or creates an intimidating, humiliating, hostile, degrading or offensive environment for them. An individual or individuals may be subjected to harassment because they are perceived as being different or in a less powerful position than the harasser. Consequently, people who are in a minority position are more vulnerable to being harassed. Harassment may, however, occur in less obvious scenarios and outside traditional power relationships. Usually, behaviour that amounts to harassment is persistent and develops over a period of time.

For example:

- It is never appropriate for someone in a junior role to be asked by someone in a senior role to work outside hours in their private home.
- It is never appropriate to verbally sexually objectify anyone's body in a rehearsal room or theatre.
- It is never appropriate for an actor to be made to feel vulnerable through nudity, undress or costuming.
- It is never appropriate to send overly personal or suggestive communications to a junior colleague.
- It is never appropriate to initiate unwanted intimate physical contact.
- It is never appropriate to push people to share their personal experiences. If it is offered, it has to remain within the trust of the working room.

4.2 Bullying

Bullying is unwanted "offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient"

Bullying is usually persistent and conducted by one person against another, or a group of individuals against an individual or group of individuals causing them to suffer stress. It can, however, occur in less obvious scenarios and outside traditional power relationships.

4.3 Unlawful discrimination

Some types of bullying or harassment may also constitute unlawful discrimination (harassment which occurs because an individual has a particular protected characteristic) and may give rise to the possibility of other civil claims or criminal proceedings that may proceed independently of the GTG's disciplinary proceedings.

4.4 Victimisation

Victimisation is less favourable treatment of a person because they have made allegations of harassment or other prohibited conduct, intend to make such an allegation, or have assisted or supported a person who has made such an allegation.

See Appendix 1 for examples.

Auditions, rehearsals and performances involving nudity and simulated sex

If a director wishes to include scene(s) which involve nudity or simulated sex, the committee must be notified when the play/musical is presented for consideration. Explicit permission must be obtained from the committee and a protocol created by the director and agreed by the committee. The principles in this Dignity and Respect Policies are paramount, and override any artistic request from the director or other creatives. The document Directing Nudity & Simulated Sex is to be used as a guide for the committee, director and creatives.

Adoption of this policy

This Policy was adopted by the Godalming Theatre Group Management Committee.

Signature of Chair

Name

Signature of second committee member

Name

Date of adoption

This policy was last reviewed on. It will be reviewed every two years, or if relevant legislation changes. The latest version is available from *email address*

Our contact details

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APPENDIX 1

EXAMPLES OF BEHAVIOUR THAT MAY AMOUNT TO BULLYING, HARASSMENT AND VICTIMISATION

Below are some examples of behaviour that may amount to bullying, harassment and victimisation. These examples are not intended to be exhaustive:

BULLYING

What behaviour constitutes bullying? The distinguishing factor is that bullying has the effect of undermining, humiliating, denigrating or injuring an individual. The GTG will use the “reasonableness test” to determine whether behaviour amounts to bullying. Consideration will be given to the perception of the complainant and whether the behaviour in question could reasonably be considered to undermine, humiliate, denigrate or injure the complainant. Bullying may occur through physical one to one contact or by use of electronic technology. This form of bullying is known as Cyberbullying and may occur by such means as text messages, phone calls, emails, and postings of messages, pictures or profiles on social networking sites.

The following behaviour generally amounts to bullying:

- Ridiculing a person
- Shouting or screaming at a person
- Setting someone up to fail (e.g. withholding necessary information)
- Unwarranted or invalid criticism and criticism which lacks the necessary constructive support to help the recipient improve their performance
- Persistently ‘singling out’ a person without good reason
- Deliberately excluding, isolating or ignoring an individual
- Making threats or comments about job security or academic success or failure
- Unnecessarily public criticism.

HARASSMENT

What behaviour constitutes harassment? Harassment can take the form of verbal communication, written communication through such means as letters, social media, emails, text messages and graffiti, or it can be of a physical nature. It may be expressed directly to the person concerned, occur in their presence or be communicated about them to a third party. The types of unlawful harassment specifically prohibited under the Equality Act 2010 are described below and examples given of the types of conduct considered as harassment and as unacceptable by the GTG:

Racial Harassment

Racial harassment is unwanted conduct that occurs on the grounds of a person’s race, including their ethnic or national origins, colour or nationality. It is usually, although not exclusively, directed at individuals from minority ethnic groups.

Examples include:

Racist jokes, ‘banter’ and language; the expression of racist views and stereotypes on the grounds of race; the display of racist materials; deliberately excluding or refusing to cooperate with someone on the grounds of their race; behaviour that focuses upon a person’s appearance, dress, culture or customs; and behaviour that has the effect of fostering hatred and/or prejudice towards individuals of particular racial groups.

Sexual Harassment

Sexual harassment is unwanted conduct by either gender that is sexual in nature.

Examples include:

Physical contact, ranging from invasion of personal space, inappropriate touching or physical assault; intrusive questions and remarks about a person's private life; inappropriate remarks about a person's appearance or dress; sexually explicit language and jokes; verbal and physical innuendo; use of demeaning or gender specific terminology; the display or circulation of sexually explicit materials; coercive demands for sexual favours such as promotion or academic success depending on the response to the demand; intrusion by pestering, spying or stalking; persistent, unwanted advances (note that inviting a colleague or friend out would not in itself amount to harassment, but if the recipient indicated that the approach was unwelcome and the individual persisted in making such approaches, this is likely to be considered harassment by the recipient).

Harassment on the grounds of Gender

Harassment on the grounds of gender describes unwanted conduct that is directed at a person because they are male or female. Harassment on the grounds of sex is distinct from sexual harassment. Whereas the former behaviour relates to a person's sex, it is not sexual in nature.

Examples include:

Deliberately excluding someone because they are the only man or woman in a team, group or class.

Harassment on the grounds of Disability

Harassment on the grounds of disability is unwanted conduct directed at a person on the grounds of their physical or mental disability. It may relate to the disability itself or the person's real or presumed capabilities.

Examples include:

Ignoring, disparaging or ridiculing an individual because of their disability; inappropriate personal remarks; unnecessarily intrusive and inappropriate questions about a person's condition; excessive and unnecessary references to a person's disability; and refusing to work or study alongside someone with a disability.

Harassment on the grounds of Religion or Belief

Harassment on the grounds of religion or belief is unwanted conduct directed at a person on the grounds of their religion or a comparable belief system. It can also occur because a person is presumed to be of a particular religion or belief, even if this is not the case, or on the grounds of a person's non-adherence to a religion or belief system.

Examples include:

Insulting or ridiculing a person's religion or belief; expressing stereotyped perceptions and assumptions about a religion or belief and its followers; and coercive pressure to convert or conform to a religion or belief system.

Harassment on the grounds of Sexual Orientation

Harassment on the grounds of sexual orientation is unwanted conduct directed at a person on the grounds of their actual or perceived sexual orientation. It most frequently affects individuals who are gay, lesbian or bisexual, but can sometimes be directed at heterosexuals too. Harassment on these grounds may often go unreported because a person does not wish to disclose their sexuality.

Examples include:

Intrusive questions about a person's private life; homophobic comments, jokes and 'banter' about sexuality; gossip and speculation about a person's sexuality; refusal to work or study alongside someone on the grounds of their sexuality; actual physical assault; and 'outing' someone by, for example, the release of personal information.

Harassment on the grounds of Gender Reassignment

Harassment on the grounds of gender reassignment is unwanted conduct directed at a person who intends to undergo, is undergoing or has undergone a gender reassignment process, (that is, to change their identity from one gender to the other).

Examples include:

Excluding a person; jokes and name-calling; and refusing to acknowledge someone in his/her acquired gender.

Harassment on the grounds of Age

Harassment on the grounds of age is unwanted conduct related to a person's age. It can occur on the grounds of a person's real or perceived age and applies to people of all ages.

Examples include:

Jokes and name-calling; comments relating to a person's age; and comments about their presumed abilities.