

## **Bullying and Harassment Policy**

### **Park Street Performing Arts Centre**

#### **1. Purpose**

Park Street Performing Arts Centre is committed to providing a safe, respectful, and inclusive environment for everyone involved in our work — including staff, volunteers, freelance artists, contractors, and members of the public.

This policy sets out our approach to preventing and addressing bullying and harassment across all aspects of our operations, including but not limited to rehearsals, performances, backstage areas, public events, and administrative settings.

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#### **2. Scope**

This policy applies to:

- Employees, trustees, and volunteers
  - Freelancers, contractors, artists, and facilitators
  - Participants, audience members, and external collaborators
  - Any location or medium where charity work is carried out, including online
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#### **3. Definitions**

##### **Bullying**

Unwanted, offensive, intimidating, or insulting behaviour that undermines, humiliates, or injures the recipient. It may be:

- Persistent or a one-off incident
- Obvious or subtle
- Verbal, physical, or psychological

Examples include:

- Shouting or aggressive behaviour
- Ridiculing or undermining someone
- Spreading malicious rumours
- Intimidation or exclusion

##### **Harassment**

Unwanted conduct related to a protected characteristic (e.g., race, sex, disability) which violates a person's dignity or creates a hostile, degrading, or offensive environment.

It includes but is not limited to:

- Sexual harassment
- Racial or homophobic abuse
- Ableist language or conduct
- Inappropriate physical contact

Harassment may occur **in person, online, via phone or email**, or through third parties.

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#### **4. Responsibilities**

##### **The Charity:**

- Maintains a zero-tolerance stance on bullying and harassment
- Provides training and clear procedures
- Ensures incidents are handled seriously and confidentially

##### **Managers and Supervisors:**

- Promote a respectful working culture
- Act on concerns immediately
- Lead by example

##### **All Individuals:**

- Treat others with dignity and respect
  - Speak up if they witness inappropriate behaviour
  - Cooperate with investigations
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#### **5. Reporting Bullying or Harassment**

Anyone who experiences or witnesses bullying or harassment should report it as soon as possible.

##### **a) Informal Action**

Where appropriate, speak directly to the person involved. They may be unaware of the impact of their behaviour.

##### **b) Formal Complaint**

If informal resolution is not appropriate or effective:

- Report to a line manager, project lead, or designated safeguarding officer
- If the complaint involves a manager, report to the Artistic Director or Chair of Trustees
- Submit in writing, including details of the incident(s)

- All details of the complaint must be kept confidential whilst the investigation is taking place.

#### **c) Investigation**

- Complaints will be handled promptly, fairly, and sensitively
- An impartial person will investigate and may gather written statements
- Both parties will have the opportunity to respond

#### **d) Outcomes**

If the complaint is upheld, actions may include:

- Verbal or written warning
- Apology or mediation
- Termination of contract or removal from project/venue
- Referral to police or other authorities (if necessary)

No action will be taken without a fair process and appropriate evidence.

If the complaint is not upheld, actions may include:

- Clear communication about why the complaint was not upheld.
- Appropriate support for both parties, such as mediation, further training, clarification of roles and responsibilities
- If it is found that a complaint was made **maliciously or in bad faith**, this should be treated as misconduct and may result in disciplinary action.

### **6. Protection Against Victimisation**

Anyone raising a concern in good faith will be **protected** from retaliation or negative consequences. Victimisation of complainants or witnesses is a disciplinary offence.

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### **7. Confidentiality**

- All complaints will be handled confidentially
  - Information will be shared only with those who need to know
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### **8. Training and Awareness**

We will:

- Provide training on respectful workplace behaviour
  - Ensure all team members are aware of this policy and procedures
  - Encourage a culture of openness and accountability
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## 9. Review

This policy will be reviewed **annually**, or following any incident that reveals the need for updates.

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Approved by Board of Trustees and Management Team: September 2025

Next Review Date: August 2026