



CHESTER **Mystery Plays**

SPECTACLE & HISTORY, MIRACLES & MYSTERY

Chester Mystery Plays

BULLYING, HARASSMENT & UNWANTED SEXUAL ATTENTION POLICY

Policy ref **CMP005**

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Bullying, Harassment and Unwanted Sexual Attention

The Chester Mystery Plays aims to provide the best working environment for everyone working with us, one that is based on collaboration and respect.

We expect everyone to recognise that each individual has a right to a working environment which encourages respectful, considerate, dignified and non-sexualised working relationships. It is everyone's duty to treat colleagues with dignity and respect and we are opposed to harassment and bullying in any form. Everyone is responsible for their own behaviour in this regard and any threatening, aggressive, bullying behaviour, harassment or unwanted sexual attention, language or behaviour will not be tolerated

Harassment includes any behaviour that is offensive, intimidating, humiliating or hostile; which interferes with individuals' work; which causes stress, anxiety, fear or illness on the part of the harassed person, and behaviour which sexualises the workplace. Harassment based on age, sex, race, disability, sexual orientation, gender reassignment, ethnic or national origins, religion or belief, or harassment of a sexual nature is unlawful.

This policy on harassment and bullying applies to everyone working with Chester Mystery Plays – directors, employees, contractors and volunteers. It is everyone's responsibility to ensure that this policy is upheld.

Sexual harassment is defined as any unwanted conduct of a sexual nature, or other conduct based on sex, affecting the dignity of individuals – which can include unwelcome physical, verbal or non-verbal conduct whereby the behaviour is inappropriate, offensive or distressing for the recipient – and such conduct creates an intimidating, hostile, humiliating or sexualised working environment for the recipient. Conduct of comments become harassment when they are unwelcome to others or make others feel uncomfortable or threatened, even if they are intended as a joke. Intention is not the same as impact.

Conduct may include:

- Insinuating or sexual remarks
- Grabbing or deliberate touching
- Suggestive gestures or jokes
- Staring; meaningful glances
- Demands for sexual attention
- Remarks about an individual's body, manner or sexual activities
- Insults or threats of disadvantage after rejection of an advance or proposition
- Showing, sending or display of explicit material
- Promise of advantage for sexual concessions
- Physical force or threat with sexual intent

Principles

- We ask everyone working with Chester Mystery Plays to consider the impact that their actions or comments may have on others and to take responsibility for their own behaviour.

- If you feel comfortable doing so, we encourage you to directly address any concern with the individual(s) involved. This helps to foster an honest and open community and is often the best and quickest way to resolve issues.
- We encourage everyone to report instances of bullying or harassment and encourage their colleagues to do the same. Peer to peer support will help to create a working culture where inappropriate behaviour or language is completely unacceptable and can be challenged either in the moment or through the formal procedure.
- Incidents which are reported will be investigated and logged.
- This policy will be communicated clearly to all involved with the Chester Mystery Plays, including directors, employees, contractors and volunteers.
- This policy is endorsed and supported by the board who undertake to support company managers in dealing with any reported cases.

Reporting, investigating and responding to complaints

- Incidents of bullying or harassment should be reported to a company manager, a member of the Chester Mystery Plays board or any other colleague the complainant feels they can trust.
- With the agreement and knowledge of the complainant, the manager, board member or other colleague will share the complaint with the company safeguarding lead, CSL (this would be the designated Project Manager)
- The CSL will meet with the complainant in a safe, confidential environment to talk about their complaint and discuss the actions that they feel need to be taken. The complainant may bring a colleague or a friend to this meeting.
- The CSL will meet with the person who is the object of the complaint (the respondent) in a safe, confidential environment. The respondent may bring a friend or a colleague to this meeting if they wish. The CSL will put the complaint to the respondent and listen carefully to their response.
- The CSL will report on their conversations to the deputy chairman of the board of directors, who may wish, at this stage, to involve one or two board colleagues to help him reach a decision about any appropriate action.
- Any actions which the chair (and board colleagues) agree need to be taken having considered the report from the CSL will be communicated to the complainant and the respondent without undue delay.