

Instruments of Time & Truth: Harassment Policy

Instruments of Time & Truth (henceforth referred to as “IT&T”) does not tolerate any form of harassment or victimisation and expects all members of the ensemble, its staff, and other affiliated individuals to treat each other with respect, courtesy and consideration

2. IT&T is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, artistic and social environment in which the rights and dignity of all members of the community are respected.

3. The aims of IT&T as reflected in this Policy are to:

- a. Promote a positive environment in which people are treated fairly and with respect;
- b. Make it clear that harassment is unacceptable and that all members of IT&T have a role to play in creating an environment free from harassment;
- c. Provide a framework of support for members who feel they have been subject to harassment; and
- d. Provide a mechanism by which complaints can wherever possible be addressed in a timely way.

4. Those in positions of authority have a duty to implement this Policy and to make every effort to ensure that harassment and victimisation do not occur in the areas of work for which they are responsible and, that if they do occur, any concerns are investigated promptly and effectively.

5. All members of the community have the right to expect professional behaviour from others, and a corresponding responsibility to behave professionally towards others. All members of the community have a personal responsibility for complying with this Policy and Procedure and must comply with and demonstrate active commitment to this Policy by:

- a. Treating others with dignity and respect.
- b. Discouraging any form of harassment by making it clear that such behaviour is unacceptable.
- c. Supporting any member of the community who feels they have been subject to harassment, including supporting them to make a formal complaint if appropriate.

DEFINITIONS

6. A person subjects another to harassment by engaging in unwanted and unwarranted conduct which has the purpose or effect of:

- violating another person’s dignity, or
- creating an intimidating, hostile, degrading, humiliating or offensive environment for another person. ^[1]

The recipient does not need to have explicitly stated that the behaviour was unwanted.

7. Bullying is a form of harassment and may be characterised as offensive, intimidating, malicious or insulting behaviour, or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.

8. IT&T seeks to protect any member of the community from victimisation, which is a form of misconduct which may itself result in a disciplinary process. IT&T will regard as victimisation any instance where a person is subjected to detrimental treatment because that person, in good faith:

- made an allegation of harassment, or
- indicated an intention to make such an allegation, or
- assisted or supported another person in bringing forward such an allegation, or
- participated in an investigation of a complaint, or
- participated in any disciplinary hearing arising from an investigation, or
- taken any other steps in connection with this Policy and Procedure, or
- is suspected of having done so.

BEHAVIOURS

9. Harassment may involve repeated forms of unwanted and unwarranted behaviour, but a one-off incident can also amount to harassment.

10. The intentions of the alleged harasser are not always determinative of whether harassment has taken place. The perception of the complainant and the extent to which that perception is in all the circumstances reasonable will also be relevant.

11. Being under the influence of alcohol, drugs or otherwise intoxicated is not an excuse for harassment.

12. Harassment can take a variety of forms:

- Through individual behaviour
 - face to face, either verbally or physically
 - through other forms of communication, including but not limited to, written communications and communications via any form of electronic media or mobile communications device
 - directly to the person concerned, or to a third party
- Through a prevailing environment which creates a culture which tolerates harassment or bullying, for example the telling of biphobic or racist jokes.

13. Examples of behaviour which may amount to harassment under this Policy include (but are not limited to) the following:

- unwanted physical contact, ranging from an invasion of space to an assault, including all forms of sexual harassment, including:
 - i. inappropriate body language
 - ii. sexually explicit remarks or innuendoes
 - iii. unwanted sexual advances and touching

- offensive comments or body language, including insults, jokes or gestures and malicious rumours, for example on the basis of race and religion or belief
- open hostility, verbal or physical threats
- insulting, abusive, embarrassing or patronising behaviour or comments, humiliating, intimidating, and/or demeaning criticism
- persistently shouting at, insulting, threatening, disparaging or intimidating an individual
- constantly criticising an individual without providing constructive support to address any performance concerns
- posting offensive comments on electronic media, including using mobile communication devices
- threatening to disclose, or disclosing, a person's sexuality or disability to others without their permission
- deliberately using the wrong name or pronoun in relation to a transgender person, or persistently referring to their gender identity history
- publishing, circulating or displaying pornographic, racist, homophobic, sexually suggestive or otherwise offensive pictures or other materials.

15. Stalking may also be a form of harassment and may be characterised by any of the following repeated and unwanted behaviours:

- Following a person;
- Contacting, or attempting to contact, a person by any means;
- Publishing any statement or other material –
 - Relating or purporting to relate to a person, or
 - Purporting to originate from a person;
- Monitoring the use by a person of the internet, email or any other form of electronic communication;
- Loitering in any place (whether public or private);
- Interfering with any property in the possession of a person;

APPLICATION OF THE POLICY

16. Harassment is a serious offence. Members of the community who feel that they have been subject to harassment can make a complaint to one of IT&T's management team.

17 . All parties involved in a complaint (including any witnesses who may be interviewed as part of any investigation, or trade union representatives supporting any of the parties) should maintain the confidentiality of the process. Those involved in advising complainants should, where possible, seek the consent of the individual for the onward disclosure of relevant information to those with a clear need to know. Where such consent is not forthcoming, the person entrusted with the information should make it clear that, in exceptional circumstances, it may be necessary to disclose the information, taking account of the duty of care which may be owed to the individual and/or others.

23. This Policy and Procedure will be subject to regular review by IT&T's management team.