

CentreStage ROLLESTON

Anti-Harassment Policy

Purpose

CentreStage Rolleston is committed to providing a safe and comfortable environment, through relationships built on mutual respect, and to ensuring an environment for its members that is free from harassment and/or the fear of harassment.

Every member has the right to expect to be treated fairly and with respect always.

Definition

Harassment can be defined as unwelcome, unsolicited and unreciprocated behavior by a person (or group) that may offend, humiliate or intimidate another and interferes with a person's ability to take part in the Society's activities in a non-threatening environment.

Harassment includes, but is not limited to, the abuse of or improper assumption of power and is aggravated by the abuse of authority by one person over another.

Harassment can be based on the personal characteristics or physical appearance of a person (or group), or on their beliefs, opinions or affiliations such as; age, disability, ethnic or national origins, race or colour, religious belief, political opinion, sexual orientation and gender.

Harassment can take different forms, including oral, written, physical or other non-verbal forms.

The behaviours can be obvious or subtle, direct or indirect. Such behaviours are considered harassment when they are repeated, or of such a significant nature that they have a detrimental effect on the recipient's ability to engage in the normal activities of the Society.

Harassment in any form violates fundamental rights, personal dignity and integrity and is a form of discrimination.

Policy Statement

CentreStage Rolleston will endeavor always to provide a safe and healthy environment, which is supportive of the dignity of every person, including employees, volunteers and guests. It is the intent of CentreStage Rolleston to take every reasonable measure to ensure that no member or guest of the Society, is subject to harassment in any form, or any unwelcome verbal or physical conduct.

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Examples of Harassment

Jokes based on gender, sexual orientation, ethnicity or racial stereotypes.

Comments that make fun of or belittle or insult people because of their sex, pregnancy, race, religion, ethnicity or physical or mental disability.

Racist, sexist, or anti-gay publications or graffiti displayed in the Society's premises or venues.

Any unwelcome behaviour, such as starting rumours, which are engaged in, wholly or partially, because of a person's race, ethnicity, sexual orientation or other similar personal characteristic.

Unwelcome sexual suggestions or requests. Unwelcome touching or physical contact.

Staring at or making unwelcome comments about someone's body that might reasonably be expected to cause offence, embarrassment or humiliation.

Dealing with Harassment

If you are the subject of harassment:

1. If it is safe to do so, tell the person firmly that their actions or comments are unacceptable and ask them to stop. If you find this difficult, consider asking a friend for help.
2. Keep a record of exactly what happened and when, and what was said.
3. Contact the Production Manager or Director or Stage Manager or any executive team Member with whom you feel comfortable discussing the matter with, so that they can convey the details to the Executive Team through a written statement.
4. Once reported, the President of the executive team, or an appointed member of the Executive Team, will begin an investigation, or bring in appropriate parties to investigate, and all necessary steps will be taken to resolve the problem in an impartial and confidential manner. The alleged harasser will be told that there is a complaint and the name of the complainant.

Procedures

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In the case where a member, or guest, is the subject of harassment, the person should contact either the Production Manager, Director, Stage Manager or any Executive Team Member with whom they feel comfortable with, to prepare a written statement.

The statement will be reviewed by the Executive Team and appropriate action will be taken if required.

Outcomes will depend upon factors such as:

- The severity and frequency of the harassment;
- The weight of the evidence;
- The wishes of the person who was subject of the harassment;
- Whether the harasser could have reasonably been expected to know that such behaviour was a breach of policy;
- The level of contrition;
- Whether there have been any prior incidents or warnings.

We would expect to be able to respond within 14 days.

If the investigation yields evidence to support the complaint, the harasser will be disciplined, and appropriate documentation will be kept.

Disciplinary action will vary depending on the severity of the harassment, whether the harassment was intentional or unintentional, whether the offence is an isolated case or other cases of harassment are identified, and any other mitigating or aggravating circumstances.

Discipline may range from education and counseling, to written warnings and suspension or loss of membership.

The complainant and/or the alleged harasser may be encouraged to seek outside supportive counselling.

All complaints will be treated seriously. All information obtained during the investigation will remain confidential, except where practical and necessary to determine a course of action, or to inform the proper authorities, where appropriate.

The above procedures also apply equally to production members, production crew, any volunteers acting for the society, and their guests.

Warning Policy

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Behaviour that gives rise to a complaint of harassment, or is considered by the Executive Team to have been likely to have led to a complaint and/or damaged the reputation of the Society, may result in a warning that such behaviour is unacceptable. If the

At the discretion of Executive Team, first offences will result in either a verbal or written warning, unless the degree of the infraction requires further or immediate reaction.

Warnings will be issued by the Executive Team.

Second warnings will be in writing and will require a meeting with the President or an appointed Executive Team delegate.

A third warning may result in termination/expulsion, to be determined on a case-by-case basis by the Executive Team.

All expulsions will be recorded.

If the Police decide to undertake a criminal investigation then the member, Executive Team or volunteers may be suspended, without prejudice, as a precautionary measure. It is important that no internal investigation is undertaken and no evidence gathered that might prejudice the criminal investigation.

Authorised by
CentreStage Rolleston
Executive Team
Dated: 30 June 2018