

## **Equal Opportunities Policy including harassment and bullying**

Swindon Dance will constantly strive to create an environment, representative of and responsive to different cultures and groups, where everyone is valued and has an equal chance to succeed.

This affects all employees full and part-time.

Swindon Dance aims to ensure that:

- All employees and potential employees are treated fairly and with respect at all stages of their employment,
- All employees have the right to be free from harassment, including sexual harassment, and bullying of any description, or any other form of unwanted behaviour, whether based on sex, trans-gender status, marital status, race, disability, age, political or religious belief or sexuality,
- All employees have an equal chance to contribute and to achieve their potential, irrespective of any defining feature that may give rise to unfair discrimination, and
- Swindon Dance will appoint, train, develop and promote on the basis of merit and ability alone.

### **Harassment and bullying**

It is in all employees' interests to be harmonious and respectful.

Swindon Dance aims to ensure that if inappropriate behaviour does occur in the workplace it is dealt with in a serious, sensitive and confidential manner so that the matter can be resolved as quickly as possible for all concerned.

Bullying is regarded as any behaviour, occasional or persistent, by anyone that intimidates or oppresses another person. It invariably has a negative effect on the victim's self-confidence, self-esteem and general well-being. It can be subtle in nature and is intended to hurt. It can take place with work colleagues in public or in private, at work or socially.

Examples of bullying may include:

- Shouting or swearing at an individual,
- Persistent, excessive, unfair or unjustified criticism,
- Public humiliation and/or insults,
- Persistent undervaluing of a person's effort,
- Constant ignoring of opinions,
- Withholding information without justification that would be beneficial to an individual,
- Unjustified, excessive monitoring and/or supervision,

- Setting someone up to fail - for example, setting a target/objective that simply cannot be achieved,
- Constant changing of targets for no justifiable reason,
- Unreasonably blocking requests for leave,
- Aggressive communications,
- Intimidating or threatening behaviour, and
- Sexual harassment.

### **Prevention**

All employees have a responsibility to discourage harassment of any kind and prevent it from taking place by:

- Being aware of the problems that harassment can cause,
- Ensuring that all staff behaviour does not cause others to feel harassed, and
- Making work colleagues aware that certain conduct or behaviour is causing concern or offence to us or to others.

Managers have a particular responsibility to prevent harassment taking place by:

- Being alert to the possibility that harassment may be happening in their area,
- Using their judgement to correct behaviour that could be considered offensive, and reminding employees of the organisation's policy on this matter, and
- Taking prompt action to stop harassment as soon as it is identified dealing with all incidents quickly, seriously, sensitively and in confidence.

Swindon Dance will deal with all complaints of harassment promptly, fairly, sensitively and in confidence.

Most people who complain that they are being harassed simply want the behaviour to stop. Where appropriate, they can be encouraged to take charge of the situation by themselves by informing the harasser that their behaviour is unacceptable and that it must stop.

If an employee feels that they are unable to deal with a particular situation without support, they should ask their line manager to explain to the person causing offence that their behaviour is unwelcome and must stop.

If this initial approach fails to resolve the problem, the next stage will be to take formal action, via the Organisations' Grievance and Allegations policy and procedures.

Disciplinary action will be considered in all cases where a claim of harassment is substantiated.

*Policy owner/nominated lead, V Slayford*  
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