

## **Respect at Work Policy**

Date created:	November 2020
Person responsible:	Nathan Curry
Trustee responsible:	Adeyinka Akinrinade
Date of this review:	November 2025
Date of next review:	November 2026

1. Everyone is responsible for creating and maintaining an inclusive workplace that is positive and supportive
2. We will respect each other's dignity, regardless of our role
3. We recognise that harassment may be unlawful under the Equality Act 2010
4. Those of us who have a role in Health and Safety, accept our responsibilities under the Health and Safety at Work Act 1974
5. We do not tolerate bullying and harassment, including sexual harassment, and will ensure that processes are in place for the reporting and investigation of these serious issues
6. We recognise that bullying and harassment can have significant adverse impacts on the productivity, long-term health and well-being of affected people and we will work to eradicate it. This will mean providing adequate protection for complainants and victims, and, where bullying or harassment is found to have occurred, taking appropriate action against bullies or harassers
7. We value inclusivity, appreciate difference, welcome learning from others, and consider people equal without prejudice or favour. We build relationships based on mutual respect. We will all work to give and receive feedback in a constructive way, with an openness to change and an awareness that our behaviour can affect others unintentionally. We know this will improve creativity and productivity
8. We understand that reporting bullying or harassment can be intimidating. We will respect confidentiality where possible and aim to make the process of reporting clear and straightforward. If anyone comes forward to report behaviour which might amount to bullying or harassment, we will endeavour to investigate objectively. Individuals who have made complaints of bullying and harassment or participate in good faith in any investigation should not suffer any form of reprisal or victimisation as a result

### **Our Commitment**

**We are committed to creating a safe and supportive work environment, free of discrimination, harassment (including sexual harassment) and bullying.**

**We sign up to the Equity Safe Spaces statement**

<https://www.equity.org.uk/getting-involved/campaigns/safe-spaces/>



Everyone is treated with dignity and respect. When you work with Tangled Feet we want you to feel confident, valued and proud to be a part of what we do.

While we recognise that the nature of performance can be to examine topics that are controversial, complex and even provocative, those who work here have the right to be supported and protected from discrimination, whatever their part in the facilitation of our programme. Artistic freedom of expression is essential but creative, technical and administrative spaces must be safe spaces.

### **Who?**

This policy covers discrimination, harassment and bullying both of and by members of staff, artists, freelancers and anyone else engaged to working for Tangled Feet. It is communicated clearly to everyone who works for the company. It also aims to empower you in knowing what behaviour not to tolerate in your professional interactions with audience members and other members of the public.

If the harasser or bully is a third party we will consider what action is appropriate to deal with the problem.

### **Where and when?**

This policy covers behaviour in any work-related setting, at any time, including any informal meetings, touring away from home and work-related social events. It also covers digital communications. This is not an exhaustive list.

### **What should you do?**

If you feel you or a colleague are being discriminated against, harassed or bullied, you should speak to one of the Co-Artistic Directors, General Manager or Chair in confidence. They will advise you on the next steps.

You could first consider whether you feel able to raise the problem informally with the person responsible. This informal stage helps to foster an honest and open community and is often the fastest path to a resolution. You should explain clearly to them that their behaviour is not welcome or makes you uncomfortable. However, you should only do this, if you feel comfortable doing so. If this is not appropriate or too difficult please report it directly to Co-Artistic Directors, General Manager or Chair.

At any stage, if you are unhappy with the process or outcome of your complaint you can raise a Grievance (please see Tangled Feet Grievance Policy) or, if needed refer to the Whistle Blowing Policy.

We commit that any staff who make complaints or who participate in good faith in any investigation must not suffer any form of retaliation or victimisation as a result.



Equally, we commit that those who are the subject of a complaint must not suffer any form of retaliation or victimisation as a result of being required to participate in a grievance or disciplinary process.

If you do not feel comfortable reporting an incident to the Co-Artistic Directors or General Manager you can speak in confidence to Tangled Feet's Chair.

**Contact details:**

Nathan Curry, Co-Artistic Director – [nathan@tangledfeet.com](mailto:nathan@tangledfeet.com)

Kat Joyce, Co-Artistic Director – [kat@tangledfeet.com](mailto:kat@tangledfeet.com)

Alyson Jones, General Manager – [alyson@tangledfeet.com](mailto:alyson@tangledfeet.com)

Rae Leaver, Chair – [chair@tangledfeet.com](mailto:chair@tangledfeet.com)

**Further Information**

As stated in our Equality Policy it is unlawful to discriminate against volunteers, employees and other workers because of sex, marriage or civil partnership, gender reassignment, pregnancy or maternity, sexual orientation, race (including national origin and nationality), religion or belief, disability and age. These are known as 'protected characteristics'.

The law divides discrimination into four broad categories — direct discrimination, indirect discrimination, harassment and victimisation.

**Direct discrimination** involves treating a person less favorably because of a protected characteristic (for example not promoting an individual because of their race or sexual orientation). It includes discrimination because of perceptions or assumptions about a person's characteristics, even if these are incorrect (for example, not promoting an individual because they are assumed to be gay). It also includes discrimination because a person associates with someone who has a protected characteristic (for example, not promoting an individual because they have a disabled child). Direct discrimination cannot be justified (with the exception of age discrimination).

**Indirect discrimination** occurs when an apparently neutral provision, criterion or practice is applied across all groups, but this would put those with a particular protected characteristic at a particular disadvantage when compared with others who do not share this characteristic (for example imposing a requirement that candidates work on Sundays, which could particularly disadvantage candidates whose religious beliefs wouldn't allow them to do so). Indirect discrimination will be discriminatory unless it can be justified.

**Harassment** is unwanted conduct related to a protected characteristic or of a sexual nature which has the purpose or effect of violating an individual's dignity; or creating

an intimidating, hostile, degrading, humiliating or offensive environment for that individual. Harassment can occur through conduct by third parties as well as by work colleagues.

**Victimisation** has a particular legal meaning and involves subjecting a person to a detriment because they have, for example, complained about discrimination or assisted somebody else in doing so. It is not normally an answer to an allegation of discrimination to say that it was not intentional or deliberate.

## **Definitions**

### **What is bullying?**

Bullying may be persistent unwelcome behaviour, mostly using unwarranted or invalid criticism, fault-finding, exclusion and isolation. Bullying may include a person feeling that they are persistently:

- criticised, or subject to trivial fault-finding
- undermined, especially in front of others
- overruled or marginalised
- isolated and excluded
- singled out and treated differently from other employees, freelancer staff or volunteer
- belittled or patronised
- taunted and teased where the intention is to embarrass and humiliate
- denied information or knowledge necessary for undertaking work and achieving objectives
- denied support in your work
- either overloaded with work or have all their work taken away
- have your responsibility increased but your authority removed
- encouraged to feel guilty, and to believe you're always the one at fault
- physically or psychologically threatened

Legitimate, reasonable and constructive criticism of a worker's performance or behaviour, or reasonable instructions given to workers in the course of their employment, do not amount to bullying on their own.

### **What is harassment?**

Bullying and harassment can seem similar. The key difference is that bullying is rarely connected to gender, race or another form of discrimination. Harassment is any unwanted physical, verbal or non-verbal conduct that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. A single incident can amount to harassment. It also includes treating someone less favourably because they have

submitted or refused to submit to such behaviour in the past.

Conduct or comments become harassment when they are unwelcome to others or make others feel uncomfortable or threatened, even if they are not intended in that way. **Intention is not the same as impact.**

A person may be harassed even if they were not the intended "target". For example, a person may be harassed by racist jokes about a different ethnic group if the jokes create an offensive environment. Examples of harassment related to protected characteristics can take a number of forms, and can include:

### **Sexual harassment**

Specific examples of harassment related to sex or of a sexual nature might include:

- derogatory comments about gender or matters associated with gender
- ostracism related to gender (whether the person affected is of the same or different gender)
- degrading comments about appearance or dress
- physical conduct of a sexual nature ranging from unnecessary touching to sexual assault
- making offensive comments to a pregnant person about their appearance
- unwelcome sexual advances, flirtatious or suggestive remarks or messages, leering, whistling or sexually suggestive gestures
- display of pornographic or sexually suggestive pictures, objects or written materials
- repeated requests to go on a date or to socialise outside of work when this is unwanted
- pressure for sexual behavior/favours in return for avoiding detrimental treatment
- detrimental treatment following the rejection of a sexual advance

### **Racial or religious harassment**

Specific examples of racial or religious harassment might include:

- derogatory or degrading abuse or insults and offensive comments about race or religion
- display, circulation or discussion of racist pictures, objects or written materials
- repeatedly dismissing or not taking seriously a person's request for their religious practices to be accommodated
- telling of jokes related to race or religion

### **Harassment related to disability**

Specific examples of harassment related to disability might include:

- mimicry and imitation of the disabled person

- telling of jokes related to disability
- offensive comments about disability or matters associated with disability

**Harassment related to sexual orientation**

Specific examples of harassment related to sexual orientation might include:

- teasing or name calling about an individual's sexual orientation (real or perceived)
- homophobic 'jokes' or derogatory stereotyping based on sexual orientation
- 'outing' a person (i.e. revealing their sexual orientation) against their wishes

**Harassment related to age**

Specific examples of harassment related to age might include:

- telling jokes related to age or the perceived effects of age
- derogatory stereotyping based on age
- talking down to and humiliating staff on the basis of their age