

## Dignity in the Workplace: A Code of Behaviour for Irish Theatre - Definitions Summary

*The Code of Behaviour was created following assessment of the risk to health and safety of employees/workers from bullying, harassment, sexual harassment and victimisation in the theatre sector. It is suggested that it is read, discussed and signed by each employee/worker of the team on the first day of the rehearsal period and/or on taking up a position with the employer. The discussion should include the identification of **who** to approach within the company to report a Dignity in the Workplace issue.*

Every employer has a legal responsibility to ensure that all employees/workers, whether full time or freelance, are treated with respect and dignity in all situations associated with their employment. All employees/workers, trainees, interns, students, board members, volunteers and individuals providing services to the employer are protected by this Code of Behaviour. They are also required to comply with it. Senior staff must take responsibility for the power they have and be aware of the potential impact their behaviour has on others. The employer encourages all employees/workers to call out inappropriate behaviour as soon as it arises. An employee/worker might find it helpful to use this type of language: *This is not appropriate - I feel uncomfortable.*

### Definitions of Bullying, Harassment, Sexual Harassment and Victimisation

**Bullying** is conduct which occurs on more than one occasion (direct or indirect) and which is offensive to a reasonable person. A pattern of any of the following (non-exhaustive) types of conduct amount to bullying: Personal insults and name calling; Persistent unjustified criticism and/or sarcasm; Public or private humiliation; Shouting at employees/workers in public and/or private; Sneering; Instantaneous rage, often over trivial issues; Unfair delegation of duties and responsibilities; Unnecessary work interference; Making it difficult for workers to have access to necessary information; Aggression; Making offensive comments about physical appearance; Physical abuse; Being treated less fairly than colleagues; Intrusion - pestering, spying or stalking; Menacing behaviour.

**Harassment** is defined as any unwanted conduct which has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person on grounds of gender, marital status, family status, race, age, religion, sexual orientation, disability or membership of the Travelling Community. Examples of harassment might include: Verbal harassment - jokes, comments, ridicule or songs; Written harassment - messages, texts, emails, letters and notices; Physical harassment - jostling, shoving, pinching, unnecessary touching or any form of assault; Non-verbal harassment or intimidation -

gestures, posturing or threatening poses; Visual displays - cartoons, posters, emblems, badges; Isolation or exclusion from work-related social activities; Pressure to behave in a manner that the employee/worker thinks is inappropriate.

**Sexual Harassment** is any form of unwanted verbal, non-verbal or physical conduct of a sexual nature which has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person. Examples of sexual harassment include: Sexual gestures; Displaying sexually suggestive objects including images, text messages or emails; Unwelcome sexual comments and jokes; Unwelcome physical contact such as pinching, groping, unnecessary touching; Physical force, or threat of force, for sexual objective; Threat of disadvantage for rejection of advances; Promise of advantage for sexual concessions.

**Victimisation**, in accordance with the Equality Acts; Victimisation occurs where dismissal or other adverse treatment of an employee/worker occurs in reaction to: a complaint of discrimination made by an employee/worker; any proceedings by a complainant; an employee/worker having represented or otherwise supported a complaint; an employee/worker having been a witness in any proceedings under the Equality Acts or the Equal Status Act (2000-2008); An employee/worker having given notice of intention to do any of the above.

**For full details on the guidelines for the informal and formal complaints procedure please read** Full Dignity in the Workplace document and to access further Information, Support Organisations, Legislative and Regulatory Framework, Reference and Source Materials please see Irish Theatre Institute's website: <http://www.irishtheatreinstitute.ie/publications.aspx>

ITI proposed and secured the adoption of the Code of Behaviour at a public meeting in Project Arts Centre, Dublin 31<sup>st</sup> Oct 2018.

Signed By: \_\_\_\_\_

Role in Company: \_\_\_\_\_

Date: \_\_\_\_\_