

Dignity and Respect at Work Policy

Actors Touring Company believes that everyone who comes into contact with the company has the right to be treated with respect.

This policy applies across our working culture and practice in all its forms and represents our desire to be fair, open and inclusive. We want to promote a secure and positive atmosphere for everyone with whom we work, so that they can give of their best in an atmosphere free from harassment or bullying.

The following principles aim to provide a framework for working successfully with others, and for addressing any difficulties that may occur.

Principle 1

People are entitled to be treated with respect.

Principle 2

We want to create an empowering environment for all our colleagues. We believe that people give their best when professional boundaries are explicit, understood and maintained at all times.

Principle 3

A colleague's well-being is always a fundamental concern.

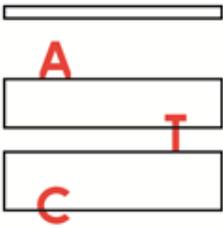
Who this applies to

- Anyone we employ (full-time, part-time and freelance)
- Any paid or volunteer participant in a workshop or production
- All writers, directors, actors, creative teams, stage management, technicians, and other theatre staff, whether employed directly by us or by our co-producing partners or touring venue partners
- All others we encounter on a professional basis and to whom we represent our company

For the purposes of this policy, all the above people are referred to below as 'colleagues'.

Where this applies

- Rehearsal rooms and workshop spaces
- Venues with which we are co-producing
- Venues to which we are touring – aka our 'touring partners'
- Our offices
- Meetings whether in or out of our office
- Auditions and interviews
- Professional social events, such as press nights
- Professional industry events, such as conferences, seminars or training
- On social media – both the company's and your own, if your comments could be seen as representing your role with ATC
- On public media (digital, broadcast, and printed), if your comments can be construed to represent you in your role within ATC or in any way to reflect the company's attitude



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Appropriate behaviour: some examples

- Treating all colleagues with equal respect and dignity
- If you are managing others, remembering your duty of care to your colleagues – with power comes responsibility
- Always conducting our work in an open environment (e.g. avoiding private or unobserved situations unless such work is absolutely essential and can be justified as such)
- Rehearsals, workshops etc often entail physical contact, the nature and need for which should be explored with care, respect and sensitivity by all colleagues
- Physical contact will only be made in an open planned environment with other professionals present
- Where the work being created involves physical intimacy and sexually provocative content, the rehearsal process & personal boundaries are to be discussed and agreed before contractual engagement where feasible and within a safe and open environment when in the rehearsal room
- Being an excellent role model, regardless of the seniority of your role in the company
- Giving enthusiastic and constructive feedback rather than negative criticism
- Recognising and responding to the needs of others is part of ensuring their welfare
- Being aware that it is not always possible to assume the emotional robustness of a colleague
- Those in positions of authority have a right and responsibility to discharge managerial duties. In doing so they may need to adopt a firm or assertive style, but they should take care not to demean, devalue, or intimidate colleagues
- Mutual respect is essential

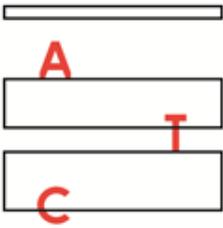
Inappropriate behaviour: some examples

Examples of behaviour that is never appropriate, unless directly required within the nature and context of the production/workshop and only after appropriate discussion and mutual agreement by all concerned:

- Rough and/or sexually provocative games, including horseplay
- Allowing or engaging in any form of intimate touching
- Using language which might be perceived to be inappropriate, or even discriminatory

Examples of behaviour that is never appropriate:

- Exerting pressure on any performer to be pushed into areas of physical intimacy and touch that they are not comfortable with; whether during the process of rehearsal or in final performance
- Making sexually suggestive comments, even in fun
- Making unsolicited personal remarks about a colleague, sexual or otherwise
- Making personal comments about professional colleagues on any form of social media
- Arguing aggressively in public with, or shouting at, colleagues
- Persistent or unfair criticism and constantly undervaluing effort
- Ostracising people, using threats and instilling fear
- Inappropriate use of email or social media
- Spreading malicious rumours
- Withholding information and removing areas of responsibility
- Imposing inappropriate tasks
- Failing to act upon and record any allegations made by a colleague (see below for how we will address concerns)



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How we will address concerns

Colleagues should be confident that they can report or discuss any problems. Clear lines of reporting are as follows:

- **Full-time staff and creative team members**
Report to ATC General Manager
- **Production staff including actors and stage management**
Report to the production's Company Manager
- **Participants in workshops**
Report to Workshop Associate, identified in your Intro Pack

Alternatively, in cases where a colleague is considering raising a concern *about* the person shown above, the colleague can instead contact the permanent organisational team at ATC: in the first instance, the General Manager; or if appropriate the Executive Director; or if appropriate, the Chair of the ATC Board. Contact details are given at the time of contract or in your Intro Pack.

Resolving Problems

Colleagues should never feel that their concern is invalid. Managers have a responsibility to respond to and record all complaints and to respect the confidentiality of complainants. 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.

We encourage informal resolution wherever possible and appropriate. In cases of significant and irreconcilable concerns, the company's Grievance Policy may be used by the colleague to raise a formal complaint. This will then be investigated by a Senior Manager and dealt with in a timely manner.

Breach of this policy is likely to result in a formal warning. Serious breach of this policy is likely to result in dismissal.

For ATC's full Grievance Policy, see the Staff Handbook (an integral part of staff contracts), which is available on request.

Policy dated: January 2018

Updates to the policy will be recorded and the policy reviewed on at least an annual basis, in January of each year, by the company's Executive Director and Board.

ATC is a member of ITC (Independent Theatre Council) and follows guidance published by ITC, ACAS and Equity in producing this policy.

Useful Resources

- ACAS: www.acas.org.uk
- Advice on bullying at work: www.bullying.co.uk
- Equality & Human Rights Commission: www.equalityhumanrights.com
- Tackling work-related stress www.hse.gov.uk
- EU: [Protection of Dignity of Men and Women at Work](#)
- Unite: [Dignity at Work](#)