

## **Prevention of Harassment and Bullying Policy**

### **Purpose**

Crouch End Festival Chorus (CEFC) expects its members, guests and contractors to behave appropriately and to treat each other considerately. This policy outlines what CEFC considers constitutes harassment and bullying, how it prevents harassment and bullying and provides guidance on the action members, guests or contractors should take if they consider they are being harassed or bullied in the context of CEFC activities.

### **Scope**

This policy applies to all members of the chorus, guests of the chorus, trustees, committee members, volunteers and any artists with whom we contract for services, including music director and accompanist. All chorus members, guests, trustees and contractors are expected to follow our principles at all times when working on CEFC activities.

This document supplements and supports behaviour as outlined in the following CEFC policies and procedures:

- Rules of membership including the good practice guidelines
- Equality, diversity and inclusion policy
- Disciplinary procedure

### **Principles**

Bullying is behaviour from a person or group that's unwanted and makes someone feel uncomfortable, including feeling:

- frightened
- less respected or put down
- made fun of
- upset

By law, harassment is when bullying or unwanted behaviour is related to any of the following (known as 'protected characteristics' under the Equality Act 2010):

- age
- disability
- gender reassignment
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

As with bullying, the person being harassed might feel:

- disrespected
- frightened
- humiliated
- made fun of
- offended
- threatened

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For it to count as harassment, the unwanted behaviour must have either:

- violated the person's dignity, whether it was intended or not
- created a hostile environment for the person, whether it was intended or not

CEFC takes harassment and bullying very seriously, and believes that all members, guests, trustees, contractors and other people associated with the organisation have the right to carry out their activities without having to experience unwanted behaviours from other people. CEFC will take appropriate action to prevent harassment and bullying in all of its activities.

### Procedure

CEFC will take action to investigate any complaints in a timely fashion. In the first instance, if you feel able, make it clear to the person who is harassing you that it is not acceptable behaviour. Most people will respond to this first approach and might not have been aware that they were causing offence until you let them know.

If the problem continues or you feel unable to do this, then speak with the membership lead or general manager.

CEFC has a formal disciplinary procedure to investigate and act against unacceptable behaviours within the choir.

To aid the investigation, it will help if you:

- keep a record of what happened, when, and how often;
- make a note of possible witnesses to the harassment or bullying.

### Review

This policy and procedures document will be reviewed annually by the CEFC Trustees, and updated in line with legislation and best practice. The document will be posted on the CEFC public website, and will be included in the pack given to all new members.

| <b>Policy title</b> | <b>Prevention of Harassment and Bullying Policy</b> |
|---------------------|---|
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