

## Crouch End Festival Chorus

### 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 prevention of harassment 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 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

Harassment or bullying can happen either when there is a perceived difference in levels of influence or power, or from peer to peer. CEFC takes harassment seriously and notes the adverse impact it can have on individual victims.

During any interactions relating to the choir and its activities, or when acting as representatives of the choir, CEFC expects all members, guests, trustees and contractors:

- not to indulge in inappropriate language or behaviours that could be construed as sexual harassment
- not to indulge in language or behaviours that might be construed as bullying, humiliating or offensive

For the purposes of this policy, CEFC defines **Sexual Harassment** as: Unwelcome sexual advances, requests for sexual favours or persistent and deliberate use of sexually inappropriate language, where:

- the individual being harassed has made it clear that this is unwelcome;
- this is implicitly used as a factor of membership or advancement; **and/or**
- refusal is used as a basis for decision-making about that individual.

For the purposes of this policy, CEFC defines **Bullying** as:

Persistent humiliating, malicious, belittling and/or bullying language or behaviour which:

- is used against an individual instead of reasoned discussion **and/or**
- unfairly harms the standing of the individual within the membership **and/or**
- undermines an individual in a way which directly affects their sense of wellbeing and/or ability to contribute to the choir.

CEFC considers that bullying may take the form of verbal or written abuse or intimidation (in person, online or remotely), intended to cause emotional harm or distress, or may take the form of physical abuse or intimidation, intended to cause physical injury or suffering.

## Procedures

### What to do if you are being harassed or bullied

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 will be regularly reviewed by the trustees, and will be posted on the CEFC public website.

<b>Title of document</b>	<b>Prevention of harassment and bullying policy</b>
Date adopted	April 2018
Frequency of review	Annual
Last reviewed	October 2019
Last approved by Trustees	October 2019
Next review due	February 2021

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