

Crouch End Festival Chorus Prevention of Harassment Code

1. Introduction

1. i In recent years campaigns have highlighted how individuals could be exposed to harassment or bullying within any society or organisation. This can happen both when there is a perceived difference in levels of influence or power or from peer to peer. Crouch End Festival Chorus (CEFC) has already implemented a policy which covers aspects of this in the CEFC Equality and Diversity Policy. CEFC takes harassment seriously and notes the adverse impact it can have on individual victims. Therefore, during any interactions relating to the choir and its activities, or when acting as representatives of it, CEFC expects all members and contractors to avoid any action or conduct which could be viewed as harassment.

1. ii Below is simple guidance on what is expected within CEFC in terms of personal conduct. This code should be considered as an adjunct to membership rules. It applies to all members of CEFC, CEFC Trustees, permanent contractors and external partners.

2. Principles

Members of CEFC, Trustees and permanent contractors and external partners:

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

3. What sorts of things are included?

3.i Sexual Harassment includes:

Persistent unwanted advances

Requests for sexual favours

Persistent and deliberate use of sexually inappropriate language where

a) these are implicitly used as a factor of membership, or advancement **or**

b) refusal is used as a basis for decision making about that individual **or**

c) where an individual has made it very clear to an individual that such advances are unwelcome or offensive.

3.ii Bullying and Intimidation includes:

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

a) is used against an individual instead of reasoned discussion

- b) unfairly harms the standing of the individual within the membership
- c) undermines an individual in a way which directly affects their sense of wellbeing and ability to contribute to the choir.

3. What to do if you feel you are being harassed

To help you articulate the problem, keep a record of what happened, how often and how it made you feel. In the first instance, if you feel able, make it clear to the person who is harassing you that it is not acceptable to you and you are offended or upset, explaining why and noting when and how you did this. Most people will respond to this first approach and might not have been aware that they were causing offence until you let them know. However, if it continues, **or** if you feel unable to do this, then talk to the General Manager or the Membership Lead as soon as possible so that we can follow up your concerns and collect evidence. The choir will commit to investigate and respond to your concerns as soon as possible.

4. Review

This policy will be regularly reviewed by the Trustees, will be posted on the CEFC public website, and will be included in the pack given to all new members.

Policy title	Prevention of harassment code
Date adopted	April 2018
Frequency of review	Annual
Last reviewed	April 2018
Last approved by Trustees	July 2018
Next review due	February 2019

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