

## OUR RESPECT CHARTER

### 1. Vision, Values and Purpose

**Bristol Old Vic – A world transformed by your imagination**

**Our values:**

*We strive to be welcoming, professional and boundlessly curious; playful, ambitious and rigorous; resourceful, honest and generous; collaborative, Bristolian, world class and bold.*

*We try to remember at all times that everything we do is an experiment, that uncertainty makes discovery possible and that it is our job to explore rather than to define.*

Our Respect Charter is intended to promote a harmonious and respectful working environment for all Bristol Old Vic employees, acting companies and creative teams, and to ensure that everyone understands and is able to comply with the requirements of Bristol Old Vic relating to workplace bullying and harassment. It aims to minimise discord and to promote the resolution of conflicts among or between employees\* and to empower everyone with the confidence to speak up if they experience or notice situations which should not be happening either to them or to anyone else.

**\*For the purposes of this Charter, 'employees' covers staff, acting companies, freelancers, creative teams, production staff, volunteers and visiting companies when they are on Bristol Old Vic business**

**The Charter applies at all times when employees are engaged in activities at, or are representing, Bristol Old Vic. It complements rather than replaces any existing policies or codes of behaviour.**

### 2. We expect Bristol Old Vic employees at all times to:

- Respect the rights, dignity and worth of every person, regardless of their abilities, gender, religion or cultural background
- Be courteous in their dealings with others
- Listen with an open mind if somebody else speaks up
- Control their temper
- Support all efforts to remove any form of abuse in this organisation and encourage a safe and supportive environment
- Feel able to speak up if something makes them uncomfortable, or if they notice that another individual may be uncomfortable
- Ensure that any physical contact with others is appropriate to the situation and necessary for the person's skill development or acting role
- Refrain from using abusive, derogatory or offensive language
- Act with honesty, integrity and professionalism
- Observe standards of appearance which are appropriate for the job and environment.
- Conduct themselves in a manner that reflects positively on Bristol Old Vic's public image, and fully supports our Values

### 3. What is unacceptable conduct?

**Everyone has the right to participate in an environment that is physically and emotionally safe. By taking all complaints and allegations seriously, Bristol Old Vic endeavours to ensure that its employees are empowered to feel able to speak up when they feel uncomfortable in a situation, or feel able to intervene if they witness something that is concerning to them.**

**Bristol Old Vic will not tolerate discrimination, bullying, verbal or physical abuse, abuse of power or sexual harassment by or against any member of our company – and operates a zero tolerance policy.**

Conduct considered unacceptable is what most of us reasonably understand as unbecoming or inappropriate in a workplace serving the public. It includes violence. It also includes abuse of power and harassment of one person by another, or others, on any basis, including the protected characteristics of: race, colour, religion, sex, sexual orientation, marital status, national origin,



disability or any other prohibited ground of discrimination recognized under the *Equality Act 2010*. It also includes sexual violence and harassment under the Health and Safety at Work Act 1974.

**Some Definitions**

**Harassment** is **unwanted** or unwelcome behaviour which is **meant** to or has the **effect** of either: violating an employee’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment.

It could take the form of: spoken or written words, threats or abuse, offensive emails, tweets or comments on social networking sites, physical behaviour including gestures and facial expressions, and jokes, teasing and pranks.

Harassment is often based on the perceptions of people – having something said or done to them that causes distress or discomfort. It can be culturally based – what is accepted in one culture may be inappropriate in another. However, one’s culture or ethnic background is not a legitimate excuse for inappropriate or unwanted behaviour or actions.

Awareness and understanding of conditions causing harassment is crucial to maintaining good relationships among employees, volunteers and the public.

**Sexual harassment** may include, but is not limited to, the following sorts of **unwelcome conduct**: comments or jokes of a sexual nature, the display or distribution of pornographic pictures or material, inappropriate or uninvited touch or contact, sexual advances, requests for sexual favours, verbal or physical conduct of a sexual nature, or, sexual assault.

**Abuse of power** (the act of using one’s position in an abusive way) can take many forms, for example, taking advantage of someone either physically or mentally, gaining access to information that shouldn’t be accessible to them, or manipulating someone with the ability to punish them if they don’t comply.

**Violence** is the exercise of physical force by a person against a worker, in or around a workplace (or connected environment), that causes or could cause physical injury to the worker.

This can take the form of: an actual attempt, or a verbal or written remark (eg including via text or social networking) or a behaviour that it is reasonable for another worker to interpret as a threat to exercise physical force against a worker, in or around a workplace (or connected environment), and that could cause physical injury to the worker.

**6. Complaints and Reports about Unacceptable Conduct**

**Bristol Old Vic asserts that it is NEVER appropriate to abuse power, harass, bully or use violence against anyone. Any concerns, or incidents reported to us will be taken seriously and dealt with in a professional manner. See Bristol Old Vic’s ‘Dignity at Work’ Policy for more information about how to report an incident or concern and the complaints procedure (ask your line manager or Bristol Old Vic’s Company Manager for access to this document if required).**

**Violence**

If violence occurs or is likely to occur, those involved or witnessing it should feel able to inform their Line Manager, a senior staff member or the Company Manager as soon as possible.

**Other forms of Unacceptable Conduct**

If any other form of unacceptable conduct occurs, those involved in or witnessing it should feel able to make a reasonable effort to resolve the situation immediately.

If that approach proves unsuccessful, or the behaviour continues or increases, the conduct should be reported as soon as possible to a senior Bristol Old Vic staff member or to the Company Manager.

If the complaint or incident is of a serious nature and cannot be resolved informally, Bristol Old Vic reserves the right to invoke its Company Disciplinary Policy, which may result in summary dismissal or another appropriate sanction.

**I have read, understood and agreed to abide by Bristol Old Vic’s RESPECT Charter**

Signed..... Print Name.....Date.....

Production Name or Department .....