

Dignity At Work Policy

Abbey Theatre Amharclann na Mainistreach

The Abbey Theatre is committed to protecting the dignity at work of all its employees and is committed to ensuring that the work environment is free from bullying, harassment, and sexual harassment.

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1. PURPOSE

The Abbey Theatre is committed to protecting the dignity at work of all its employees and is committed to ensuring that the work environment is free from bullying, harassment, and sexual harassment. This policy is informed by relevant codes of practice on harassment, sexual harassment and bullying and the 2018 Dignity in the Workplace Code of Behaviour for Irish Theatre. All employees are expected to read, understand, and comply with this policy.

All employees of the Abbey Theatre have the right to be treated with dignity and respect at work. The Abbey Theatre has assessed the risk of bullying, harassment and sexual harassment and included preventative measures in its safety statement (a copy of which is available from on our internal systems, Intranet/Microsoft Teams).

Members of management will respond appropriately to complaints of bullying, harassment and/or sexual harassment. The Abbey Theatre is committed to dealing with complaints of bullying, harassment and sexual harassment in a fair, respectful, and sensitive manner and will endeavour to ensure confidentiality for all parties concerned. The Abbey Theatre is further committed to ensuring that a person who is alleged to have bullied, harassed or sexually harassed an employee will be afforded natural justice. The Abbey Theatre will not tolerate bullying, harassment, or sexual harassment at work by employees or by non-employees, such as clients, customers, subcontractors, and business contacts.

Appropriate disciplinary action, up to and including dismissal, for serious offences, may be taken where bullying, harassment and/or sexual harassment allegations are upheld against an employee. In the case of bullying, harassment or sexual harassment by non-employees, appropriate sanctions, including for example suspension/termination of contracts or suspension of services, may be taken.

2. OUR AIM

A key aim of this policy is to ensure that employees are clear as to steps which they may take if they believe that they have been bullied, harassed, or sexually harassed. Complaints of bullying, harassment and sexual harassment will be dealt with sensitively, fairly, and respectfully to ensure a safe place of work in line with the Code of Conduct for the Abbey Theatre.

The Abbey Theatre will endeavour to provide a work environment where dignity and respect are to the forefront of our values and where bullying, harassment and sexual harassment are not tolerated in any form. It will also take steps to ensure that everyone is aware of his/her responsibility to behave in a way that reflects a culture of dignity and respect.

3. SCOPE

The policy applies to all current employees both in the workplace and at work associated events such as meetings, conferences, theatre events and work-related social events, whether on the premises or off site.

The policy applies to bullying, harassment, and sexual harassment not only by Abbey employees but also by clients, customers, or other business contacts with whom an employee comes into contact in the course of their employment.

4. PRINCIPLES OF THIS POLICY

The Abbey Theatre is committed to the maintenance of a culture where an employee has a right to work in an environment free of any form of bullying, harassment, or sexual harassment. These behaviours are unacceptable. Everyone has a responsibility to ensure that their behaviour reflects a culture of dignity and respect.

The procedures outlined in this policy provide a framework for those employees who believe they have experienced bullying, harassment, or sexual harassment.

All complaints or queries raised in relation to bullying, harassment and sexual harassment will be treated seriously, fairly, and in the strictest of confidence. Complaints should be progressed promptly, and all parties involved in the alleged incident are required to cooperate in progressing the matter in accordance with the procedures set out in this policy. The Abbey Theatre emphasises the importance of ensuring that consideration is given to the potential for an informal resolution of a complaint where possible and highlights the use of mediation as a valuable tool when dealing with workplace conflict.

It is important that complaints which are made under this policy are genuine and not vexatious in nature. Vexatious complaints may cause stress and upset to those wrongly accused and can waste the time of those working to investigate the complaint. In addition, if a complaint is held to be vexatious, this may be dealt with under the disciplinary procedure.

Bullying, harassment, or sexual harassment creates an unpleasant and ineffective environment, and it can impact negatively on an individual's self-esteem and health. It is in all employees' interest to prevent and combat this behaviour.

All members of the Abbey Theatre have a responsibility to support and implement this policy, to ensure that they play their part to ensure that the work environment respects dignity at work, and to ensure that appropriate codes of behaviour are maintained. Nothing in this policy limits the right of the Abbey Theatre to investigate any matter which may relate to bullying, harassment and/or sexual harassment in circumstances other than where a complaint has been made. All employees continue to have an obligation to cooperate with any such investigation.

The Code of Conduct Summary for Irish Theatre provides that it is the duty of all staff to treat each of their colleagues with civility and respect and to treat each person with equality and not to discriminate on any of the nine discriminatory grounds set out in the Code of Conduct. Those grounds are as follows: race, colour, sex, sexual orientation, language, politics, religion, nationality, national or social origin, national minority, birth, or other status. In addition, employees are required to ensure that they do not discriminate against their colleagues on any of the nine grounds set out in the Employment Equality Acts, 1998-2015. Those grounds are gender, civil status, family status, sexual orientation, religious belief (or lack thereof), age, disability, race, colour, nationality or ethnic or national origin and membership of the Traveller community.

Care needs to be taken not to cross the line into unacceptable behaviour which relates to one or more of the above grounds and/or is offensive, abusive, intimidating, malicious or insulting. Each employee has a responsibility to help to ensure that such behaviour does not continue unchecked or unreported. Individual responsibility includes awareness of one's own behaviour and its potential

effects on others. In any case, such behaviour should stop immediately when a colleague indicates it is unacceptable to him or her.

5. DEFINITION OF BULLYING

Bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment which could be regarded as undermining the individual's right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work but as a once off incident is not considered to be bullying.

6. WHAT TYPE OF BEHAVIOUR MAY CONSTITUTE BULLYING?

A key characteristic of bullying is that it usually takes place over a period of time. It is an on-going series of an accumulation of seriously negative offensive targeted behaviours against a person or persons to undermine their esteem and standing in a harmful, sustained way. Bullying behaviour is offensive, on-going, targeted and outside any reasonable 'norm.' A pattern and trend must be involved so that a reasonable person would regard such behaviour as clearly wrong, undermining and humiliating. It involves repeated incidents or a pattern of behaviour that is usually intended to intimidate, offend, degrade, or humiliate a particular person or group of people – but the intention is not important in the identification process. Bullying activities involve actions and behavioural patterns, directly or indirectly, spoken and/or written and could include the use of cyber or digital means for the goal of bullying.

Behaviour which makes for a bullying pattern will include not just one but a range of the following behaviours:

Examples of bullying are as below (but not limited to):

- Exclusion with negative consequences.
- Verbal abuse/insults.
- Being treated less favourably than colleagues in similar roles.
- Belittling a person's opinion.
- Disseminating malicious rumours, gossip, or innuendo.
- Socially excluding or isolating a person within the work sphere.
- Intrusion - pestering, spying, or stalking.
- Intimidation/aggressive interactions.
- Excessive monitoring of work.
- Withholding information necessary for proper performance of a person's job.
- Repeatedly manipulating a person's job content and targets.
- Blaming a person for things beyond their control.
- Use of aggressive and obscene language.
- Other menacing behaviour.

7. WHAT IS NOT BULLYING?

It is important to distinguish bullying from other inappropriate behaviours or indeed appropriate workplace engagement. As set out in the definition above, a once-off incident of bullying behaviour may be an affront to dignity at work and may be unsettling but does not of itself make for an adequate level of distress as to fall within the definition of bullying and other remedies should be sought for these scenarios. As a once-off, such behaviours cannot be presumed to be done in a targeted, purposeful, and unremitting way.

Apart from once-off behaviours, other on-going behaviours which may upset or unsettle a person may not come within the bullying definition either. Behaviour considered bullying by one person may be considered routine interaction by another, so the 'reasonableness' of behaviours over time must be considered. Disrespectful behaviour, whilst not ideal, is not of itself bullying. Conflicts and disagreements do not, of themselves, make for a bullying pattern either.

There are various workplace behavioural issues and relationship breakdowns which are troubling, upsetting, and unsettling but are not of an adequate level of destructiveness to meet the criteria required for a bullying case.

Objective criticism and corrections that are intended to provide constructive feedback to an employee are not usually considered bullying, but rather are intended to assist the employee with their work.

Bullying does not include:

- Expressing differences of opinion strongly.
- Offering constructive feedback, guidance, or advice about work-related behaviour which is not of itself welcome.
- Ordinary performance management.
- Reasonable corrective action taken by an employer or supervisor relating to the management and direction of employees (for example managing an employee's performance, taking reasonable disciplinary actions, or assigning work)
- Workplace conflict where people disagree or disregard the others' point of view

This list is not exhaustive

8. DEFINITION OF HARASSMENT

Harassment is any form of unwanted conduct related to any of the following grounds:

- Gender
- Civil status
- Family status
- Sexual orientation
- Religious belief (or lack thereof)

- Age
- Disability
- Race, colour, nationality or ethnic or national origin
- Membership of the Traveller community

which has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person. Unwanted behaviour that is not linked to one of the nine protected grounds is not covered by this definition.

Harassment may be targeted at one employee or a group of employees. Harassment may consist of a single incident or repeated inappropriate behaviour. An act of harassment may occur outside the work premises or normal working hours provided the perpetrator was acting in the course of employment, for example, at a training course, conference, or work-related social event.

Many forms of behaviour, including spoken words, gestures or the display/circulation of written words, pictures, or other material, may constitute harassment.

Examples of types of behaviour that constitute harassment **(but not limited to):**

- Verbal harassment – jokes, comments, ridicule, or songs.
- Written harassment – including faxes, text messages, emails, or notices.
- Physical harassment – jostling, shoving or any form of assault.
- Intimidatory harassment – gestures, posturing or threatening poses.
- Visual displays such as posters, emblems, or badges.
- Excessive monitoring of work.
- Isolation or exclusion from social activities.
- Unreasonably changing a person's job content or targets.
- Pressure to behave in a manner that the employee thinks is inappropriate, for example being required to dress in a manner unsuited to a person's ethnic or religious background.
- Harassment through social media.

Unlike with bullying, a single incident may constitute harassment.

9. DEFINITION OF SEXUAL HARASSMENT

Sexual harassment is any form of unwanted verbal, non-verbal or physical conduct of a sexual nature which has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person.

Examples of types of behaviour that constitute sexual harassment:

Sexual harassment may consist of acts, requests, spoken words, gestures or the production, display or circulation of written words or other material. Sexual harassment may consist of a single incident or repeated unwanted behaviour. It may be targeted at one employee or a group of employees.

An act of sexual harassment may occur outside the work premises or normal working hours provided the perpetrator was acting in the course of employment, for example, at a training course, conference, or work-related social event.

Many forms of behaviour can constitute sexual harassment. It includes examples like those contained in the following list:

- **Physical conduct of a sexual nature** — this may include unwanted physical contact such as unnecessary touching, patting, or pinching or brushing against another employee's body, assault, and coercive sexual intercourse.
- **Verbal conduct of a sexual nature** — this includes unwelcome sexual advances, propositions or pressure for sexual activity, continued suggestions for social activity outside the workplace after it has been made clear that such suggestions are unwelcome, unwanted, or offensive flirtations, suggestive remarks, innuendos, or lewd comments.
- **Non-verbal conduct of a sexual nature** — this may include the display of pornographic or sexually suggestive pictures, objects, written materials, emails, text-messages, or faxes. It may also include leering, whistling, or making sexually suggestive gestures.
- **Gender-based conduct** — this includes conduct that denigrates or ridicules or is intimidatory or physically abusive of an employee because of his or her sex such as derogatory or degrading abuse or insults which are gender-related

10. INTENTION IRRELEVANT

The intention of the perpetrator of the sexual harassment or harassment is irrelevant.

The fact that the person being accused may have had no intention of sexually harassing or harassing the employee is irrelevant to whether the alleged behaviour comes within the definition of harassment or sexual harassment. The effect of the behaviour on the employee is what is relevant. It is up to the employee to decide what behaviour is unwelcome irrespective of the attitude of others to the matter.

11. VICTIMISATION

Making a complaint under this policy will not affect an employee's statutory rights. No one will be victimised for making a complaint in good faith or for acting in good faith as a witness in an investigation.

12. DESIGNATED CONTACT PERSON

If any employee has any question or query about the operation of this policy or requires any clarification about it, they may approach the designated contact person for advice, which will be given in strictest confidence. **Please note** that speaking to the designated contact person is different from

making a formal or informal complaint. The designated contact person will not be involved in the informal/formal follow up should there be a complaint made.

Shane Doherty – Director of People & Culture has been designated as the contact person in respect of this policy.

13. RESPONSIBILITIES

All employees have a responsibility for ensuring dignity and respect of their colleagues and contacts in the workplace and to creating and contributing to the maintenance of a work environment free from bullying, harassment, and sexual harassment or from conduct likely to contribute to bullying, harassment or sexual harassment.

Management and others in positions of authority have a particular responsibility to ensure that bullying, harassment, and sexual harassment does not occur and that complaints are addressed speedily through the appropriate procedures. Management should, in particular:

- provide good example by treating all in the workplace with courtesy and respect.
- promote awareness of this policy and complaints procedures.
- be vigilant for signs of bullying, harassment, and sexual harassment at work through observation and through seeking employee feedback and act before a problem escalates.
- deal sensitively with employees involved in a complaint, whether as complainant or respondent, of bullying, harassment, or sexual harassment.
- explain the procedures to be followed if a complaint of bullying, sexual harassment or harassment is made; and
- endeavour to ensure that an employee making a complaint is not victimised for doing so, monitor and follow up the situation after a complaint is made, as appropriate.

14. MAKING A COMPLAINT - PROCEDURES

There is an informal and formal procedure to deal with complaints of bullying, harassment, or sexual harassment at work. Any investigation will be completed as quickly as possible. Also, mediation is an alternative method of potentially resolving bullying, harassment, or sexual harassment.

Informal Procedure

- **Initial Informal Process**

It is often preferable for all concerned that complaints of bullying, harassment or sexual harassment are dealt with informally, whenever possible. This is likely to produce solutions that are speedy, effective and minimise embarrassment and the risk of breaching confidentiality.

An informal approach may effectively address the unwanted behaviour without recourse to any other action. Sometimes the person who is alleged to be engaging in the behaviour is genuinely unaware that the behaviour being complained of is disrespectful, unwelcome, or undermining and/or causing distress.

- In the first instance, any employee who feels that they are being subjected to behaviour which undermines their dignity at work (bullying, harassment or sexual harassment) should, if they feel comfortable in doing so, let their objections be known to the person whom they consider to be engaging in the behaviour at issue; otherwise the person engaging in the alleged behaviour may be unaware of the effects of their actions. This should be done quickly and calmly, focusing on the facts regarding acts done and their consequences. If it is more suitable, the individual who perceives that they are the recipient of unacceptable behaviour should put their concerns in writing, again focusing on the offending acts and their effects on them.
- The employee may wish to avail of the support of the Contact Person, who will be able to provide guidance and a copy of the policy.
- If the employee is not confident about approaching the person who they feel is engaging in the unwanted behaviour, they may request the intervention of their manager or HR.
- If the concerns relate to the employee's immediate Manager, they should discuss the matter with their immediate Manager's Manager.
- In this situation the approach of the manager / supervisor should be by way of a confidential, non-confrontational discussion with a view to resolving the issue in an informal, low-key manner.

The focus of the above is to seek to resolve the matter informally by agreement without recourse to any other step. An informal discussion is often sufficient to alert the person concerned to the effects of the behaviour alleged and can lead to a greater understanding and an agreement that the behaviour will stop. It can also lead to an explanation of the original intention of the behaviour and/or an agreement to modify the behaviour. On the other hand, it may be that the behaviour is valid and reasonable, and the reaction of the offended party is at odds with the accepted understanding of the behaviour.

A brief written record of the matter should be kept, in line with relevant data protection legislation, and agreed outcomes and dates noted by the relevant person responsible for managing the complaint.

If the matter is resolved at this stage no further action will need to be taken except for the line manager to monitor that no negative consequences for the complainant result from having made the complaint or any repeat of the behaviour occurs.

Mediation

4.2.1 Mediation is an important consideration for attempting to resolve issues at an early stage. The objective of mediation is to resolve the matter speedily and confidentially without recourse to a formal investigation and with the minimum of conflict and stress for the individuals involved. It is established the earlier a mediation process is used, the greater the potential for resolving the matter satisfactorily. Mediation is a voluntary process where an impartial and competent third party (internal or external to the Abbey Theatre, as may be determined by the Abbey Theatre) enables individuals to work through conflict or disagreement, with a view to improving their relationship. Mediation involves the parties seeking to arrive at a solution through mutual agreement, rather than through an investigation and decision.

- The process is voluntary and both parties must be willing to take part and agree to the appointment of a mediator, who will be chosen by the Abbey Theatre.
- If the parties agree to this approach, HR will appoint a neutral and impartial mediator, to facilitate the mediation process.

- Mediation is a process whereby an agreed, impartial, and suitably qualified mediator meets with both parties to try to help to resolve the dispute, complaint, or issue.
- The mediator usually meets each party separately to begin with, to get a sense of the issues and explain the mediation process. At this session, each party can ask any clarifying questions.
- During the mediation meeting both parties will outline the dispute or issues as they see it.
- The mediator will facilitate respectful dialogue and negotiation between both parties.
- The aim of the mediation is for the parties involved to reach agreement on how to resolve the dispute or issue.
- If the mediation process results in an agreement acceptable to both parties, the mediator will draw up a written mediation agreement for signature by both parties.

If the mediation process does not produce a satisfactory outcome, the complainant may seek to have the matter resolved through other informal or formal steps. The issues discussed and views expressed by the parties at mediation are strictly confidential and cannot be disclosed as part of a formal investigation.

It is important to note that a person assigned as a mediator will not be involved in the investigation process arising from the same set of circumstances.

Mediation may be attempted at any/all points in the procedure to try to resolve the matter. Mediation will be proposed at both the initial and secondary informal processes.

- **Secondary Informal process**

If the above is unsuccessful or if the complainant or the Abbey Theatre deem it appropriate owing to the seriousness of the issues, a separate person may be nominated, who has had appropriate training and experience and who is familiar with the procedures involved to deal with the complaint. If the complaint is verbal, the complainant will be asked to provide a written note of what they are complaining of or a written note of what is being complained of may be taken by the person nominated to manage the process and a copy given to the complainant. The nominated person managing the complaint will establish the facts, the context and then the next course of action in dealing with the matter under the informal procedure.

If the complaint includes examples of alleged bullying, harassment or sexual harassment, the person against whom the complaint has been made will be provided with the complaint and requested to make a response. Thereafter a method will be decided by the nominated person managing the process to progress the issue to resolution so that both parties can return to a harmonious working environment without bullying, harassment or sexual harassment being a factor. If the behaviour complained about does not concern alleged bullying, harassment, or sexual harassment as defined, an alternative approach will be put in place and a rationale recorded. If there are no concrete examples given, it must be deemed that there is no complaint to be answered by the person complained about as they have no recourse to repudiating an accusation that doesn't give any specifics.

Steps to stop the bullying, harassment, or sexual harassment, where it has been partly or fully identified, and monitoring of the situation along specified lines will be implemented with both parties. This may involve a direct or indirect approach and resolution through a programme to change behaviour. It may also involve mediation by an agreed mediator who is practiced in dealing with alleged bullying, harassment, or sexual harassment at work.

Enough time needs to be allowed for the mediation or on-going monitoring process to be successful and behaviour change to be realistically achieved over the longer term.

It may be necessary to consider if other working arrangements are required or feasible during this short-term phase. A proposal will be made, considered, and an action and timeframe established, signed, and dated, by both parties.

The nominated person responsible for managing the complaint will keep a nominal record of all stages of the complaint, the first meeting, actions agreed and signed records of the final meeting. These records will be held securely and in accordance with data protection legislation.

- **Formal Procedure**

As a matter of good practice, all informal resolution avenues, as set out above, should be contemplated and where appropriate, exhausted before a formal process is invoked. Proceeding to a formal process should not be viewed as automatic and it is important that it is recognised that it is the reasonable evidence-based decision of management. Escalating a complaint to a formal process should only be done following a review of all aspects of the circumstances surrounding matters complained about.

This process includes a formal complaint and a formal investigation. The purpose of an investigation is to set up a fact-finding approach and determine the facts and credibility or otherwise of a complaint of alleged bullying, harassment, or sexual harassment. It is a significant step, and all parties should be aware of possible consequences. In particular, an investigation may make it more difficult to restore normal workplace relations and may not have the desired outcome for the parties concerned. The outcome of an investigation may eventually, separately lead to a disciplinary process being instigated in respect of the person complained about, but the investigation itself will be a fact-finding one with the focus on what did or did not occur.

In cases where an employee believes an informal complaint is not a suitable means of addressing their concern, or where the employee believes that their previous recourse to the informal complaint procedure and /or mediation has not resolved the issues, the employee may make a formal complaint by completing and submitting the Complaint Statement Form (**Appendix 1**).

Process of making a formal complaint

Where an investigation is to be conducted, the procedures outlined below should be followed.

Formal complaint

- a) The complainant should make a formal complaint in writing by completing and submitting the Complaint Statement Form (**Appendix 1**). Where this is not possible, a written record will be taken of the complaint by the assigned person and signed by the complainant and dated.
- b) The complaint should be confined to precise details of alleged incidents of bullying, harassment or sexual harassment including dates, and names of witnesses, where possible.
- c) The complainant and the respondent will be advised of the aims and objectives of the formal process, the procedures and approximate ideal timeframe involved, and the possible outcomes. Both parties will be assured of support as required throughout the process.
- d) An initial meeting will be organised by the Abbey Theatre at which each person is met with separately, starting with the person making the allegation. The other party, when met with, will be given a copy of the complaint in full, and both will be given any relevant documents including this policy.

Investigation

The investigation will be governed by terms of reference which will include the following:

- a) The investigation will be conducted in accordance with this policy.
- b) An indicative timescale for its completion.
- c) The scope of the investigation, the procedure to be adopted for findings of fact related to the complaint and a statement that the investigator will consider, based on the facts before them whether the behaviour(s) complained about, on the balance of probabilities, have occurred and whether the behaviour is considered to amount to bullying, harassment or sexual harassment.
- d) The confidentiality of the process.

All parties to the process have a responsibility to participate without undue delay in any investigation initiated in response to an allegation under this policy.

Statements from all parties, including witnesses, will be recorded in writing as the use of written statements tends to make matters clearer from the outset and maintains clarity throughout the investigation. Copies of the record of their statements will be given to those who make statements to the investigator. Copies will also be provided to the complainant and the person complained about.

The objective of an investigation is to ascertain whether, on the balance of probabilities, the behaviours complained about occurred and whether they amount to bullying, harassment, or sexual harassment. Details of the complaint, responses of the person complained of witness statements and other relevant evidence are relied on for this purpose.

The investigation will be conducted by either a designated member(s) of management or, if considered necessary by the Abbey Theatre, a third party. In either case, the person nominated will have appropriate training and experience and be familiar with the procedures involved. The investigation will be conducted thoroughly, objectively, with sensitivity, utmost confidentiality, and with due respect for the rights of both the complainant and the person complained of.

The investigator will meet with the complainant, the person complained about, and any witnesses or relevant persons on an individual confidential basis with a view to establishing the facts.

A work colleague or trade union representative may accompany the complainant and the person complained of, if so desired, at any meetings with the investigator.

The investigation will consider all material and evidence before it and a decision will be made on balance of probabilities, as to whether the complaint of bullying, harassment or sexual harassment is upheld. If the investigator concludes that the accused employee has a case to answer, on the balance of probabilities, then the investigator may recommend whether the Abbey Theatre should invoke the Disciplinary Procedure.

Both the complainant and the person(s) against whom the complaint has been made will be given a copy of the investigation report by Management indicating whether the complaint has been upheld in whole or in part, or if it is not upheld the reason why. They will be given the opportunity to comment on the findings before any action is decided upon by Management.

Appeal

Either party may appeal the decision of the formal investigation in writing within **seven working days** from the date of the letter of outcome of the investigation. Appeals should be addressed in writing to HR, specifically outlining the grounds for the appeal.

The appeal will be heard by a person who had no prior involvement in the investigation. The person hearing the appeal will, where possible, be of at least the same level of seniority as the original investigator.

The appeal will focus only on the aspect of the case cited by the complainant, in writing, as being the subject of the appeal. The appeal will not be a re-hearing of the original issues. Both parties will be informed in writing of the outcome of the appeal. The outcome of the appeal will be final.

Complaint upheld – Action

If a complaint is upheld, the Abbey Theatre may invoke its Disciplinary Procedure and the perpetrator may be subject to disciplinary action up to and including dismissal. In those circumstances, there will be no requirement for a separate investigation under the Disciplinary Procedure and the disciplinary hearing will be limited to deciding upon the sanction (if any) to be imposed. For the avoidance of any doubt, specific details of any disciplinary action taken against any party are confidential and other parties are not entitled as a matter of course to receive this information as part of the outcome.

If the person against whom a complaint has been upheld is not an employee of the Abbey Theatre (for example, if he or she is a contractor/other business contact) other appropriate measures will be taken.

The Abbey Theatre may also take other appropriate action to support and protect the person who has made the complaint to ensure that similar situations do not arise in future.

Complaint not upheld - Action

If the complaint is not upheld but the complainant is found to have acted in good faith, the Abbey Theatre may take such steps as it considers appropriate to support both the complainant and the person complained against.

Where a complaint is not upheld and is found not to have been made in good faith and/or to have been made maliciously or vexatiously, the complainant may be subject to disciplinary action, up to and including dismissal.

Malicious or Vexatious Claim

In cases where it is found that the complainant made an intentionally false / vexatious / malicious allegation of bullying, harassment or sexual harassment against an employee or on-employee, the complainant be subject to disciplinary action up to and including dismissal.

15. COMMUNICATION OF THIS POLICY

The Abbey Theatre is committed to communicating this policy effectively to all those potentially affected by it, including management, employees, customers, clients, and other business contacts, such as those who supply and receive goods and services to/from the Abbey Theatre.

New employees of the Abbey Theatre, including those in management and all other positions of responsibility, will be made aware of the policy as part of their induction. The Abbey Theatre will also communicate with existing employees concerning any changes to this policy, or as may otherwise be deemed necessary by the Abbey Theatre. A summary of this policy will be displayed on our website, so that it is visible to members of the public, clients, and customers who attend the Abbey Theatre.

16. MONITORING

The Abbey Theatre will monitor and record breaches of this policy. Any statistics and information gathered because of such monitoring will be used to assist the Abbey Theatre to take any corrective action which it considers to be necessary or to improve this policy and the procedure for addressing complaints as set out above.

17. TRAINING AND SUPERVISION

The Abbey Theatre will provide such training, information, and supervision as it considers necessary to attempt to ensure the prevention of bullying, harassment, and sexual harassment. During such training employees will be advised of the existence of this policy, the behaviour which is required to ensure that this policy is not breached, and the behaviour required to comply with this policy. Attendance at any such training is important for all employees, including management. In accordance with best practice, the Abbey Theatre will maintain records of employees' attendance at any such training which it provides.

18. REVIEW

The Abbey Theatre is committed to reviewing this policy regularly to take account of changes in the law, relevant case law or other developments.

Responsibility for Monitoring, Training and Review

Human Resources will be responsible for ensuring that monitoring, training, and reviews, as contemplated above take place.

Formal Complaint Statement Form

Dignity at Work Policy

Personal Details
Employee name:
Department:
Position:

Statement of Grievance
Provide specific details of alleged incidents of bullying, harassment or sexual harassment including dates, and names of witnesses, where possible (any additional information that you feel is relevant to the complaint may be attached to this form) to include precise details.

Desired Outcome
<ul style="list-style-type: none">•

Signature and Declaration
I declare that I am raising this matter in good faith and that the details I have provided are accurate to the best of my knowledge.
Signature of Employee: _____ Date: _____

Appendix 1: Control Sheet

Title:	Dignity At Work
Author (Responsible):	Director of Human Resources
Owner (Accountable):	Director of People & Culture
Department:	People & Culture
Contact:	Director of People & Culture
Version No.	1
Status:	Approved
Reviewed by (Consulted):	Senior Management Team
Approved by:	The Board of the Abbey Theatre
Date of approval:	February 2022 (to be rolled out during 2022)
Applicable to (Informed):	The Members, Board, Committees and Subcommittees, Staff and Contractors of the Abbey Theatre,
Communicated on:	
Last reviewed:	February 2022
Frequency of review:	Annual following initial rollout
Date of next review:	September 2023
Related policies & procedures:	<ul style="list-style-type: none"> • Complaints Policy • Disciplinary Procedure • Health and Safety Policy