



ANTI-
bullying
POLICY



1st March 2013

The Spotlight Theatrical Company is committed to providing all workers * a healthy and safe work environment. The Spotlight Theatrical Company will ensure that procedures exist to allow complaints of bullying to be dealt with and resolved within The Spotlight Theatrical Company, without limiting any person's entitlement to pursue resolution of their complaint with the relevant statutory authority. The Spotlight Theatrical Company is committed to the elimination of all forms of bullying.







**The term worker as defined in the 2013 Safety Guidelines for the Entertainment Industry is anyone who works for the Spotlight Theatrical Company. This may include a paid worker, a tradesperson, subcontractor, apprentice, work experience student Council (Committee) member or volunteer.*

This policy applies to all workers and members of The Spotlight Theatrical Company. It applies during normal trading hours, at rehearsals, during lessons, performances, meetings and special functions, and while representing the Company on theatre related business. There will be no recriminations for anyone who in good faith alleges bullying.




DEFINITIONS

Bullying is unwelcome or unreasonable behavior that demeans, intimidates or humiliates people either as individuals or as a group. Bullying behavior is often persistent and part of a pattern, but it can also occur as a single incident. It is usually carried out by an individual but can also be an aspect of group behavior (see "mobbing" below). Some examples of bullying behavior are:








Verbal communication

-  **Abusive and offensive language**
-  **Insults**
-  **Teasing**
-  **Spreading rumor and innuendo**
-  **Unreasonable criticism**
-  **Trivializing of work and achievements**

Manipulating the work environment

-  **Isolating people from normal work interaction**
-  **Excessive demands**
-  **Setting impossible deadlines**

Psychological manipulation

-  **Unfairly blaming for mistakes**
-  **Setting people up for failure**
-  **Deliberate exclusion**
-  **Excessive supervision**
-  **Practical jokes**
-  **Belittling or disregarding opinions or suggestions**
-  **Criticizing in public including social media**

Context is important in understanding bullying, particularly verbal communication. There is a difference between friendly insults exchanged by long-time work colleagues and comments that are meant to be, or are taken as, demeaning. While care should be exercised, particularly if a person is reporting alleged bullying as a witness, it is better to be genuinely mistaken than to let actual bullying go unreported.

Stop and think - words can hurt

Mobbing

Mobbing is a particular type of bullying behavior carried out by a group rather than by an individual. Mobbing is the bullying or social isolation of a person through collective unjustified accusations, humiliation, general harassment or emotional abuse. Although it is group behavior, specific incidents such as an insult or a practical joke may be carried out by an individual as part of mobbing behavior.

CONSEQUENCES OF BULLYING





Bullying is unacceptable behavior because it breaches principles of equality and fairness, and it frequently represents an abuse of power and authority. It also has potential consequences for everyone involved.

For those being bullied

People who have been bullied often suffer from a range of stress-related illness. They can lose confidence and withdraw from contact with people outside the theatre as well as at the theatre. Their performance can suffer, and they are at increased risk of workplace injury.

For the Theatre

Besides potential legal liabilities, the company can also suffer because bullying can lead to:





-  Deterioration in the quality of performance.
-  Increased absenteeism
-  Lack of communication and teamwork
-  Lack of confidence in the company leading to lack of commitment to the job

For others at the workplace



People who witness bullying behaviors can also have their attitudes and performance affected. They can suffer from feelings of guilt that they did nothing to stop the bullying, and they can become intimidated and perform less efficiently fearing that they may be the next to be bullied.


RESPONSIBILITIES

Spotlight Theatrical Company

-  Ensure that all members, students and workers are aware of the anti-bullying policy and procedures
-  Ensure that any incident of bullying is dealt with regardless of whether a complaint of bullying has been received
-  Provide leadership and role-modeling in appropriate professional behavior
-  Respond promptly, sensitively and confidentially to all situations where bullying behavior is observed or alleged to have occurred


Members, students, workers and volunteers


-  Be familiar with and behave according to this policy
-  If you are a witness to bullying, report incidents to your Stage Manager, Director, Dance Captain, Supervisor or Teacher as appropriate.

 They are not to mediate but to report directly to the Executive Committee or Artistic Director.

 Where appropriate, speak to the alleged bully(ies) to object to the behavior

IF YOU THINK YOU HAVE BEEN BULLIED

 Any member, student or worker who feels he or she has been victimized by bullying is encouraged to report the matter to his or her Stage Manager, Director, Dance Captain, Supervisor or Teacher as appropriate. They are not to mediate but to report directly to the Executive Committee or Artistic Director.

 Where appropriate, an investigation will be undertaken and disciplinary measures will be taken as necessary.

Commitment to promptly investigate complaints

Any reports of workplace harassment will be treated seriously and investigated promptly, fairly and impartially. A person making a complaint and/or who is a witness to workplace harassment will not be victimised.

Consequences of breach of policy

Disciplinary action will be taken against a person who harasses a member, student or worker, or who victimises a person who has made or is a witness to a complaint as according to the constitution of The Spotlight Theatrical Co on a case by case basis.

Complaints of alleged workplace harassment found to be malicious, frivolous or vexatious may make the complainant liable for disciplinary action.

Review of policy

This policy and the actions outlined above should be reviewed by each incoming Council as soon as possible after the AGM, unless required earlier because of changes to the risk profile of the workplace or relevant legislation. If necessary, further changes and actions may be introduced to ensure that workplace harassment is prevented and controlled.

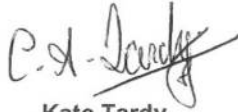
Endorsement

I/We have committed to this policy and its implementation, and to ensuring a healthy and safe work environment that is free from workplace harassment.



Patricia Drew

**President
The Spotlight
Theatrical Co**



Kate Tardy

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The Spotlight
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