



Dignity in the Workplace,

A Code of Behaviour for Cork Arts Theatre CLG.

What is this Code of Behaviour.

This code is adopted from the Irish Theatre Institute's prepared Dignity In The Workplace - Towards a Code of Behaviour for Irish Theatre created following assessment of the risk to the health and safety of employees from bullying, harassment, sexual harassment and victimisation in the theatre sector workplace.

Abuses of power can happen across all genders and working relationships but Cork Arts Theatre is determined to ensure that dignity and respect are central to the treatment of all employees and workers with whom we engage. To support this ethos of dignity in the workplace, we commit to undertake the following actions:

Provide good example by treating all in the workplace with courtesy and respect Promote awareness of the Prevention Policy and complaints procedure

Be vigilant for signs of bullying and harassment through observation and feedback from workers

Harassment of any individual is prohibited under the terms of the Employment Equality Acts, 1998 - 2015 on any of the grounds covered in the Act, namely: gender, age, marital status, family status, sexual orientation, disability, race, religion or belonging to the traveller community, whether by the organisation or any of its officers, another employee or by contacts of CLG.

We encourage a 'zero tolerance' attitude towards abuse and harassment and promote a collective responsibility on the part of all workers to call out abuse and to support those being abused.

Who is covered by this Code of Behaviour and what are their responsibilities

All employees/workers, CE scheme employees, board members, trainees, interns, students, volunteers and individuals providing services to the employer (CLG) are protected by this Code of Behaviour and are also required to comply with it. This Code also covers client or other business contacts with whom a worker might reasonably expect to come into contact with, in the course of their employment.

All workers have a responsibility for ensuring they treat their colleagues and contacts in the workplace with dignity and respect. Each person is also responsible for their own contribution to creating and maintaining a work environment free from bullying, victimisation, sexual and other forms of harassment. Cork Arts Theatre encourages all workers to call out inappropriate behaviour as soon as it arises. A worker may find it helpful to use this type of language: “That is not appropriate – it makes me feel uncomfortable”. Empower yourself and others. Try to avoid being a bystander when inappropriate behaviour is evident, be proactive and call out that behaviour when you see it happening. A complaint may be made to the Theatre Manager, Technical Manager or a member of the Board

This Code of Behaviour together with the [Bullying, Harassment and Sexual Harassment Prevention Policy](#), is given to all workers at the commencement of their engagement. You must sign a log to indicate that you have read and understood this code & policy.

Definition of workplace

In theatre, bullying, harassment and sexual harassment can take place in a number of work locations including:

In the workplace

Outside the workplace at opening and closing nights, functions, launches, receptions.

On tour

At any other place where employees/workers are present for company business, for example: training days, award ceremonies, residencies, workshops, festivals and work related social events.

Our commitment

Cork Arts Theatre commits to dealing with complaints of bullying, harassment and sexual harassment in a fair and sensitive manner and to handling complaints with confidentiality.

The Code and our Bullying, Harassment and Sexual Harassment Prevention Policy provides for appropriate disciplinary action, up to and including dismissal to be taken where allegations are upheld against an employee. In the case of non-employees or workers against whom a complaint is upheld, appropriate sanctions will be taken, including for example, suspension of contract.

Further Information

Nothing in this Code of Behaviour shall undermine or interfere with an individual's legal rights under criminal and civil law. If an employee/worker believes that a crime has been committed against them (e.g. assault, sexual assault), they should report the incident to the Gardai.

An employee/worker is at all times entitled to seek formal legal advice.

[The Harassment Toolkit](#) produced by Amplify Women is regarded as a practical guide for employees/workers who may feel that they have been subjected to an abuse of power and who have experienced, bullying, harassment or sexual harassment in the workplace.

Support Organisations

The following organisations are available to all citizens and should be availed of if appropriate.

Citizens Information 0761 07 4000 www.citizensinformation.ie

Health and Safety Authority LoCall: 1890 289 389 www.hsa.ie

Irish Equity 01 858 6403 www.irishequity.ie

Irish Human Rights and Equality Commission LoCall 1890 245 545 www.ihrec.ie Rape Crisis Centre 1800 778 888 www.rapecrisishelp.ie

Samaritans 116 123 (free to call) www.samaritans.org

Workplace Relations Commission Lo-call: 1890 80 80 90 www.workplacerelations.ie