

ARTFORM

Piece by piece, only way to make a work of art.

ABUSE OF POWER: BULLYING, HARASSMENT & UNWANTED SEXUAL ATTENTION POLICY

Artform always aims to provide the best possible environment for all those who work with us in any capacity; a capacity that is based on respect, understanding, collaboration and above all kindness. For clarity, ease of access and peace of mind these aims have been collated into a written policy that is available and will be made known to anyone who works with Artform.

We expect, and it should be expected by others of Artform too, that every individual has the right to a working environment which encourages respectful, considerate, dignified and non-sexualised working relationships. It is the responsibility and duty of everyone involved to treat their colleagues with the utmost dignity and respect, and we are opposed to harassment and bullying in any form. Each one of us is responsible for their own behaviour in this regard and any aggressive, threatening, bullying behaviour, harassment or unwanted sexual attention, language or behaviour may result in disciplinary action.

Harassment includes any behaviour that is offensive, intimidating, humiliating or hostile; which interferes with individuals' work, which causes stress, anxiety, fear or sickness on the part of the harassed and behaviour which sexualises the environment. Harassment based on age, disability, gender, race, religion or belief, sex or sexual orientation, is unlawful and may render the person responsible personally liable for legal action or even criminal proceedings.

This policy applies to anyone who works or is involved in an Artform activity. It is the responsibility of the Board and Production Teams to ensure this policy is upheld and at all times clearly communicated.

Sexual harassment, unwanted sexual attention, language or inappropriate behaviour of a sexual nature or intent

Due to the more variable nature of how sexual harassment may manifest, it is afforded a more comprehensive outlay as subsequently detailed.

Definition of sexual harassment

Any unwanted conduct of a sexual nature, or other conduct based on sex, affecting the dignity of individuals during an Artform activity – which can include unwelcome physical, verbal or non-verbal conduct whereby the behaviour is inappropriate, offensive or distressing for the recipient; and such conduct creates an intimidating, hostile, humiliating or sexualised environment for the recipient.

Conduct or comments become harassment when they are unwelcome to others or make others feel uncomfortable or threatened for example even if such comments are intended as ‘a joke’.

Intention is not the same as impact.

Conduct may include:

- ⌞ Sexual comments or noises – for example, catcalling or wolf-whistling;
- ⌞ Sexual gestures;
- ⌞ Leering, staring or suggestive looks. This can include looking someone up and down;
- ⌞ Sexual ‘jokes’;
- ⌞ Sexual innuendos or suggestive comments;
- ⌞ Unwanted sexual advances or flirting;
- ⌞ Sexual requests or asking for sexual favours;
- ⌞ Sending emails or texts with sexual content – for example, unwanted ‘sexts’ or ‘dick pics’;

- ↪ Sexual posts or contact on social media;
- ↪ Intrusive questions about a person's private or sex life;
- ↪ Someone openly/inappropriately discussing their own sex life;
- ↪ Commenting on someone's body, appearance or what they're wearing;
- ↪ Spreading sexual rumours;
- ↪ Uninvited invasion of personal space;
- ↪ Displaying images of a sexual nature;
- ↪ Unwanted physical contact of a sexual nature – for example, brushing up against someone or hugging, kissing or massaging them no matter how seemingly unintentional from the accused;
- ↪ Stalking;
- ↪ Indecent exposure;
- ↪ Taking a photo or video under another person's clothing – what is known as 'upskirting'.

This is not an exhaustive list, and Artform recognises that unwanted sexual attention can take many forms.

Principles

- ↪ We ask everyone involved with an Artform activity to consider the impact that their actions or comments may have on others and to take responsibility for their own behaviour;
- ↪ If you feel comfortable doing so, we suggest and encourage you to at first directly address your concern(s) with the individual(s) involved. The aim of this

approach is to help foster an honest and open community and is often the fastest path to a resolution;

- ↯ We encourage all not to feel embarrassed or restrained in any manner in reporting instances of any form of harassment and support their peers to do the same. Peer to peer support will help create an environment where inappropriate sexual behaviour or language is completely unacceptable and can be challenged either in the moment or through the formal procedure;
- ↯ Any and every incident that is reported will be logged by Artform to help us identify patterns of behaviour;
- ↯ Artform will ensure that its Board is refreshed annually on the policies, principles and procedures, or indeed when anyone new joins, to keep this process alive and front of mind;
- ↯ At the start of each Artform activity, we will communicate the policies clearly with anyone and everyone who works with or is involved with Artform so that the conversation is kept live and fresh in the minds of each and every person. The aim of this approach is to give people the confidence to challenge and change a working culture which would condone inappropriate sexual behaviour or language;
- ↯ Artform pledges to take all reports seriously and will create a safe space for you to speak honestly and without prejudice. In turn, they will be fully transparent about the actions they have taken and intend to take. The best course of action will be based on the specific nature of the report and the thinking will be clearly explained to you.
- ↯ This policy is endorsed and supported by the Artform Board, who undertake to support the Dedicated Board Team (DBT) led by the Chair or Vice Chair of the Artform Board, set up to manage any cases which may result in disciplinary action and/or removal from an Artform activity, Production Team or Board position.

Reporting

- The procedure for reporting is outlined below and all cases will be taken seriously and treated sensitively;
- Each stage of this procedure should be agreed in writing, with the complainant at the earliest opportunity. We recognise that experiencing harassment can be complex and that thoughts and feelings around a particular incident may develop during this process;
- Incidents of sexual harassment should be reported to your dedicated Artform Board Member (DBM) - who will be made aware to everyone at the start of any Artform activity, a member of the Production Team, Chair or Vice Chair of the Artform Board, or anyone involved in the Artform activity that you trust;
- We understand that some may wish to give a pseudonym and/or anonymous contact details. There is no obligation to provide us with contact details if you do not wish to be contacted after making your report;
- Whether a report is a formal grievance or an informal report, whether you are the DBM, member of the Production Team, Chair or Vice Chair of the Artform Board, anyone involved in the Artform activity that is trusted, or whether you witness an episode the following procedure applies in all cases;
- You can choose to report anonymously or give your name and/or contact details. If you report anonymously, we will not be able to contact you to inform you of the action taken. However, anonymous reports will help us to better understand issues of unfair discrimination impacting those involved with any Artform activity and will help us to better understand issues of unfair discrimination impacting Artform and those involved with us, to identify any patterns, and to shape our prevention of, and response to, discriminatory behaviours;
- Your name and contact details will never be shared to any individual or organisation outside of the subsequent Dedicated Board Team (DBT) without your explicit permission. Unless there is an urgent legal or medical reason, the details of your complaint will not be shared to anyone outside of the DBT, until we have established contact with you and gained your input on next steps and preferred level of communication.

STAGE ONE

Report in writing (by email) and/or verbally (in a confidential environment) to your DBM or member of the Production Team and state whether this is a formal or informal complaint. Include evidence if you have it.

If you do not feel comfortable discussing this with your DBM or member of the Production Team, or if the complaint is about one of these people, then you may go directly to the Chair or Vice Chair of the Artform Board or anyone involved in the Artform activity that you trust.

STAGE TWO

The DBM or member of the Production Team will share this evidence with the Artform Board. A Dedicated Board Team (DBT) will be set up and this group will take the helm with the next stages. In cases where the entire Artform Board are indicated a team will be created from previous Artform Board Members to create a DBT and take the process forward.

STAGE THREE

The DBT will meet with the complainant(s) in a safe, confidential environment to talk more about the events and to assess how they feel. This meeting is informal, and gentle, led by either the Chair or Vice Chair of the Board who will be in charge of the DBT in order to signal how importantly the Board takes these complaints, and that all situations need a sensitive, high level, bespoke response. Prior to the meeting:

- It will be communicated with everyone who the names are of who shall be attending;
- If there is one complainant attending, whether they would feel more comfortable bringing a person involved in the Artform activity or a friend;
- A convenient time and place for all parties will be agreed upon which will foster a safe and neutral environment;
- Notes can be taken by both parties during this meeting and then a set of official notes and takeaways agreed upon and signed by both parties will be created

before the close. These will be the only written copy of the notes of the meeting that will be acted upon;

- The meeting, with the acknowledgment of those in attendance, will be recorded and this recording will be stored on a data storage device, such as a USB flash drive, placed in a sealed envelope signed by all the parties present across the seal and kept in a secure locked safe. All other copies of the recording will be deleted before the meeting is concluded. This envelope containing the data storage device will only be opened on agreement with all the parties who were present at the meeting if there is a dispute or disagreement over the contents of the meeting and the agreed minutes.

STAGE FOUR

The DBT will meet with the person against whom the complaints/reports are brought. This meeting is in a safe, confidential environment and an appropriate amount of time must be given to this meeting. The five stages that happen prior to the meeting from Stage Three above will also be applicable here.

STAGE FIVE

The DBT will discuss the outcomes of these meetings and then meet with the Artform Board to discuss the appropriate actions to be taken. The Artform Board may form a wider confidential group of Board Members as an Ethics Committee to discuss nuanced cases which may have serious repercussions for either party.

STAGE SIX

The actions agreed will then be communicated to both parties. In some cases, the Board may be required to approve or take further action.

Version III