

King's Head Theatre
Bullying, Harassment and Unwanted Sexual Attention Policy
First written: February 2018

For 48 years the King's Head Theatre has been home to the hottest talent and the most exciting emerging companies and artists. We are an ambitious, thriving producing house located in the heart of Islington, the home of an unapologetically broad programme of work and an unwavering commitment to ethical employment on the fringe. Last year we had 44,607 audience members through the door of our Islington home, across 774 performances of 95 different shows. We also had an audience of 60,269 in our shows elsewhere in the UK and 11,275 elsewhere internationally.

Principles

- We ask everyone working at or for the King's Head Theatre to consider the impact that their actions or comments may have on others and to take responsibility on their own behaviour.
- If you feel comfortable to do so, we encourage you to directly address the situation with the individuals involved. This helps to foster an open and honest community and is the fastest path to a resolution. Use this language: "That is not appropriate - it makes me feel uncomfortable."
- We encourage everyone to report instances of sexual harassment and encourage their peers to do the same. Peer to peer support will help create a working culture where inappropriate sexual behaviour or language, and bullying, is completely unacceptable and can be challenged either in the moment or through formal procedure.
- The King's Head Theatre will keep a log of any incidents reported, even if no further action is wished to be taken, in order to identify patterns.
- We will communicate this policy clearly to every person working at the King's Head Theatre via their contract and induction meeting, both of which have to be signed to prove completion.
- This policy is supported by the King's Head Theatre Board of Trustees who undertake to support the Executive team in managing cases which may result in disciplinary action and/or dismissal.

Sexual Harassment

Sexual Harassment is any unwanted conduct of a sexual nature, or other conduct based on sex, affecting the dignity of the individuals at work - 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 working environment for the recipient. Conduct or comments become harassment when they are unwelcome to others or make others feel uncomfortable or threatened, even if they intended it as a joke. Intention is not the same as impact.

Examples of conduct:

- Insinuating and sexualised remarks
- Grabbing, deliberate touching
- Suggestive gestures and jokes
- Staring and meaningful glances
- Seemingly accidental touching
- Demand for sexual attention
- Derogatory remarks about an individual's body, manner or sexual activities
- Insult after rejection of an advance and/or repeated propositions
- Showing, sending or display of pornography
- Promise of advantage for sexual concessions
- Threat of disadvantage for rejection of advances
- Physical force, or threat of force, for sexual action

This list is not exhaustive and we recognise unwanted sexual attention can take many forms.

Inappropriate Behaviour

- It is never okay for someone in a junior role to be asked by someone in a senior role to work outside hours in their private home.
- It is never appropriate for an actor to be made to feel vulnerable through nudity, undressing and costuming. Any nudity should be introduced in stages to ensure the actor feels comfortable.
- It is never appropriate to send overly personal or suggestive communications to a junior colleague.
- It is never appropriate to initiate unwanted physical contact.
- It is never appropriate to push people to share their personal experiences to deepen the work. If it is offered, it has to remain within the trust of the working room.
- It is never appropriate to question someone's ability to do their job based on their gender.

King's Head Theatre Internal Reporting and Escalation Stages

If any person working at the King's Head Theatre feels vulnerable or uncomfortable when working in the building or with another person who works at the King's Head Theatre or Pub then they should be aware of the following reporting and escalation procedure. Please state whether your complaint is formal or informal, and provide any evidence if possible. Each stage will be recorded in writing.

You may chose at any point to not take your complaint further. For example, if you only wish to discuss the matter with Louisa Davis at Stage One and progress the matter no further you can.

Stage One

Report to: Louisa Davis, Senior Producer; louisa.davis@kingsheadtheatre.com;
07947 175165. **Office Hours:** Mon - Fri 10:00-18:00

Stage Two

Louisa Davis will report to: Fiona English, Executive Director and responsible for HR to discuss which action should be taken.
fiona.english@kingsheadtheatre.com; 07595 323098. **Office Hours:** Mon - Fri 10:00-18:00

Should Louisa be on annual leave or this is an urgent complaint out of office hours then Fiona is contactable in the first instance by phone on evenings and weekends.

Stage Three

Fiona English escalates to: Adam Spreadbury-Maher, Artistic Director/CEO. They will arrange a meeting with the complainant in a safe, confidential environment to talk more about the events and how they feel. The complainant may bring a friend or colleague to this meeting.

adam@kingsheadtheatre.com; 07704 321469. **Office Hours:** Mon - Fri 10:00-18:00
Adam is also contactable by phone if this is an urgent complaint out of office hours.

Stage Four

The Executive (Fiona English and Adam Spreadbury-Maher) will meet with the person against whom the complaints/report are brought. This meeting is in a safe, confidential environment and an appropriate amount of time will be given to this meeting.

Stage Five

Actions are agreed and communicated to both parties. The Executive team may report the outcomes to the Board. In some cases, the Board may be required to take further action.

If for some reason you feel that you cannot contact any of the above, then please do not hesitate to contact our Trustee Mary Lauder, the King's Head Theatre's Safeguarding Lead: **Mary Lauder**; marylaudemccallum@gmail.com

If you are a visiting company who is based at the King's Head Theatre for a short time and your complaint is against somebody within that company, then please do not hesitate to go through the same procedure as is above. These other options are also available to you:

- Equity meetings are arranged for each show as per the contract and so any concerns with regards to fair pay and/or unethical treatment may be raised with an Equity Representative.
- Freelancers may also report to: ITC, UKT, SOLT, BECTU, SDUK, Federations of Drama Schools, Arts Council England and other industry bodies.