

Dundee Symphony Orchestra

### **Bullying and Harassment Policy**

As a charity we oppose bullying, harassment and discrimination and will not tolerate such behaviour within our organisation.

Bullying means any unwanted behaviour that makes someone feel intimidated, degraded, humiliated or offended. When this happens in relation to a protected characteristic (listed below) as defined in the Equality Act 2010 it is harassment:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

Harassment is unlawful under equality laws. Harassment and bullying may also be civil or criminal offences and may contravene health and safety law.

Examples of bullying or harassment include:

- spreading malicious rumours
- unfair treatment
- refusing to co-operate or help someone
- picking on or regularly undermining someone
- physical conduct such as assaulting a person or making obscene gestures

Bullying or harassment can take place:

- face-to-face
- by letter
- by email
- by phone
- online via social media

Dundee Symphony Orchestra is committed to providing a bullying and harassment free environment. If you experience any form of bullying or harassment you should immediately report it to any member of the orchestra committee. All complaints will be dealt with seriously, promptly and confidentially.

### **Procedures for dealing with concerns of bullying or harassment**

If you report an instance of bullying or harassment the committee will conduct an investigation using the following procedures:

- Complaints must be recorded in writing
- The committee will inform all parties involved of the reported bullying or harassment complaint as soon as possible
- Arrange separate meetings with both parties within 10 days of the reported incident. A joint meeting may be arranged if appropriate
- Both parties should be given the chance to bring a friend or representative to the meeting
- Meetings will be attended by the named safeguarding officer and at least one other committee member
- All parties will also be invited to submit a written statement in advance of the meeting

### **Resolution and disciplinary action**

Once an investigation has taken place the committee will decide on next steps, which will be communicated in writing to all parties within five days.

If bullying or harassment is found to have taken place, any final resolution or decision will be taken in the best interests of the person who has suffered the bullying or harassment. Any disciplinary action will be taken in line with the DSO Constitution, and can result in a membership being terminated.

The incident can also be escalated by raising concerns with the police – for serious or possible criminal offences.