

BOILER SHOP

STEPHENSON WORKS

Sexual Harassment Policy

Boiler Shop has a zero-tolerance approach to sexual harassment and will take all complaints of this nature extremely seriously. The purpose of this policy is to support a working environment and venue culture in which sexual harassment is unacceptable. All people working in the venue are covered in this policy including contractors such as door staff and event staff.

Should you experience or witness any behaviour that you feel amounts to sexual harassment either towards yourself, another member of staff or a customer we strongly encourage you to report it to the Duty Manager or Security Supervisor as soon as you can.

What is sexual harassment?

Sexual harassment is a form of sex discrimination. It takes place when someone is subjected to unwelcome and unwanted sexual behaviour or other conduct related to their gender.

Harassment is defined by law in the Equality Act 2010 as 'unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual'. In the case of sexual harassment, the relevant protected characteristic is 'sex'.

Behaviour that constitutes sexual harassment includes:

- Unwelcome behaviour of a sexual nature, this may be either physical or verbal,
- Inappropriate or suggestive remarks or verbal sexual advances,
- Indecent comments, jokes or innuendos relating to a person's looks or private life,
- Unwanted physical contact such as hugging, kissing or inappropriate touching,
- Requests for sexual favours,
- The display or circulation of pornography or indecent images.

Often, this kind of behaviour may be brushed off by the harasser as 'banter' or harmless flirting. It is important to remember that the impact the behaviour had is the most important factor, it is not so relevant whether the individual intended to cause offence, but rather that offence was caused by the conduct.

Witnessing and handling reports of sexual harassment of patrons

Boiler Shop considers it our responsibility to intervene when sexual harassment happens in our premises. If you witness or are alerted to sexual harassment taking place between patrons or between patrons and staff, you should immediately alert either the Duty Manager or Security Supervisor.

Interventions to challenge sexual harassment in our venue include:

- Watching/ keeping an eye on the situation
- Speaking with target/victim of sexual harassment
- Speaking with perpetrator of sexual harassment
- Asking the perpetrator to leave the establishment
- Alerting the Duty Manager or Security Supervisor
- Calling the Police

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If you must witness and/or intercept on this type of behaviour, please ensure that the Duty Manager and Security Supervisor is immediately made aware. If a situation reaches the stage where ejection or a police call is needed, please ensure you stay with the party in question until Security or the Duty Manager is present who will then relieve you of your duties.

A written statement of accounts will be required following the witnessing and handling of sexual harassment or assault cases.

Procedure for reporting sexual harassment between staff

We understand that reporting sexual harassment can be intimidating, so we aim to make the process as clear and straightforward as possible.

If you choose to report the incident by speaking to the Duty Manager, it will only be treated as a formal complaint if you make it clear that this is the route you would like to take. We are happy to offer informal advice about the possible action and outcomes open to you and will not force you to take any action you do not feel comfortable with.

Where we believe a criminal offence has taken place, we will advise you to report the incident to the police. If we have serious concerns about your safety or the safety of others, Boiler Shop has a duty to contact the police, but we will do our best to let you know before doing so. If your complaint is subject to an ongoing police enquiry, we will not investigate until the police investigation has run its course.

If we receive more than one complaint of a serious criminal nature; or where we are concerned that an allegation may form part of an ongoing pattern of behaviour that could put other party members or members of the public at risk; we reserve the right to report this matter to the appropriate authorities, including law enforcement. If we do need to do this, we will let you know.

If, after speaking to us, you decide to make a formal complaint; the process will be as follows:

- Once we have your statement, and the statements of any witnesses you are able to provide, the respondent will be informed of the details of the complaint made against them.
- A Manager of Boiler Shop will then investigate the complaint further, carrying out formal investigations with all parties involved. You may be accompanied by a staff member, Union Rep or a friend or family member should you wish. As part of this process, each party will be encouraged to provide any relevant evidence and names of witnesses that support their statement. This process will establish the matters of fact from both sides. The statements from the complainant, respondent and any witnesses will then be provided to the Venue Manager or Head of Events at Boiler Shop.
- Boiler Shop aims to deal with these types of complaints, as fast as reasonably possible. We will aim to undertake all investigations within 1 week of the complaint being made. Suspensions may be made during the investigation period.
- Once all investigations have been carried out this will be passed on to the Venue Manager / Head of Events to carry out further meetings as required, which may include disciplinary hearings.
- Following these meetings, an outcome will be given. Outcomes may result in formal warnings or even dismissal.

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Disciplinary Procedure

Boiler Shop will investigate all complaints of any nature, following the same procedure as outlined above.

Appealing a Decision / Grievance Procedure

If you wish to appeal against a disciplinary or grievance decision, including a decision to dismiss you, you can apply in writing to the Venue Director within 7 days of your outcome meeting.

Confidentiality

Allegations raised regarding sexual harassment will be taken seriously and treated confidentially. Boiler Shop gives an assurance that there will be no victimisation against any worker making a complaint under this policy or against staff who assist a colleague in making a complaint.

Further Support and Information

Rape Crisis – Rape Crisis Tyneside and Northumberland is a specialist organisation for women and girls who have experienced sexual violence at any time in their lives.

@RapeCrisisTN
rctn.org.uk

REACH – SARC Services

Sarc Services are for anyone who has experienced rape or sexual assault.

Call: 24/7 03333 448283
www.reachsarc.org.uk

Safe Newcastle – Safe Newcastle is the Community Safety Partnership for Newcastle Upon Tyne.

www.safenewcastle.org.uk

Samaritans

Call: 116 123
Email: jo@samaritans.org