

Otto Kitchen – Pizza Bar

STANDARD OPERATING PROCEDURE

Sexual Harassment Policy

Otto 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 dance staff.

Should you experience or witness any behaviour that you feel amounts to sexual harassment either towards yourself, another member of staff we strongly encourage you to report it to one of our management staff on duty as soon as you can.

The legal definition for sexual harassment is any unwanted behaviour of a sexual nature. It has the purpose or effect of violating the dignity of a patron or worker, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Something can still be considered sexual harassment even if the alleged harasser didn't mean for it to be. It also doesn't have to be intentionally directed at a specific person.

- 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.

Witnessing and handling reports of sexual harassment of patrons:

Otto 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 alert the shift 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 door staff
- Calling the Police

Every member of staff has a procedure they know to follow in order to keep the patrons safe. If at any time you feel unsafe you can alert any one of our members of staff and they will follow directions to alert those necessary and keep you safe in the process.

Procedure for reporting sexual harassment between staff

Experiencing sexual harassment is one of the most difficult situations a worker can face. ALL workers are protected from sexual harassment in the workplace. This applies to one-off incidents and ongoing incidents. This protection comes from both employment law and criminal law, depending on the circumstances involved.

Any worker who feels they have been sexually harassed, or any worker who feels they have seen sexual harassment take place, can make a complaint of sexual harassment. Complaints can be made by writing a grievance letter to your supervisor and or manager. If the complaint is against the supervisor or manager, complaints can be made to a member of the office management team (Mrs. Emma Jones, Mrs Abigail Townsend). If the complaint is against a member of the office team, complaints can be made to the owner.

Sexual harassment can come from the owner or someone in a position of power or influence. In this instance, the ability of Otto to deal with the problem internally would be limited. In these circumstances, Otto advises workers to seek further advice and support. (Citizen's Advice – Sexual Discrimination and Harassment at work Adviceline: 08001448848)

Some types of sexual harassment, such as sexual assault and other physical threats, are a criminal matter as well as an employment matter.

Criminal matters should be reported to the police.

Call 999 if you or someone else is in immediate danger, or if the crime is in Progress. Call 101 to contact the police if the crime is not an emergency.

If a complaint is reported to police, or criminal court proceedings are being pursued, Otto will still investigate the complaint as an employment matter.

Otto will then follow the disciplinary procedure, without necessarily awaiting the outcome of criminal proceedings.