



## Punch Bowl Hotel Sexual Harassment Policy

The Punch Bowl 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 Lauryn Dent 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**

The Punch Bowl 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
- Communicating with fellow staff and any management members present of the situation



- Speaking with target of sexual harassment - ensure they're okay and any steps they would like the staff to take to make them feel safe.
- Speaking with perpetrator of sexual harassment/friends of perpetrator
- Warning the perpetrator of consequences prior to kicking them out- informing them of the venues expectations of patrons
- Asking the perpetrator to leave the establishment
- Calling the Police
- Placing posters around the venue listing expectations of patrons to not harass fellow patrons or staff, as well as procedure for anyone who has been the target of harassment
- Posters will also list useful contacts for anyone affected by harassment

### **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 Lauryn Dent, 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, The Punch Bowl 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:

First, we will seek a written statement from you- the complainant.

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. 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 General Manager of The Punch Bowl.



## **Confidentiality**

Allegations raised regarding sexual harassment will be taken seriously and treated confidentially. The Punch Bowl 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.

## **Employee Policy**

- Upon informing a member of management of a staff allegation, management will liaise with those involved with all information remaining confidential. Further investigation of the claim will result in the perpetrator being given a formal warning or immediate dismissal.
- All complaints are to be handled with the utmost sensitivity and respect, with all allegations to be taken very seriously.
- Grievances may also be submitted to the Frank & Bird back of house site (<https://frankandbird.typeform.com/to/hiAILXio>), this will also inform the Managing Director.
- The employee may wish to resolve the matter informally; this means communicating with a manager for the incident to be resolved within the venue with both parties in a meeting.
- If the employee wishes to resolve it formally, an official grievance must be filed and the victim may wish to take the matter to authorities.
- Fair support and guidance will also be offered to those accused of sexual harassment or assault, wherein a written statement will also be required.

## **Customer Policy**

- As a patron of The Punch Bowl Hotel, you are required to act with respect and dignity. This includes not sexually harassing fellow customers or any of our bar staff. If you require assistance from a member of staff they will be required to alert their shift manager, the SM will then deal with the situation.
- If you witness sexual harassment of any kind, please alert a member of staff. Any report we receive will be taken seriously and we can intervene.
- Please hold your friends and acquaintances accountable - if you see anyone you're with behaving in a sexually harassing or problematic way then call them out. Pre-emptive measures from both the perpetrators' peers and our staff can help expel harassment in our venue.
- If you are a victim of sexual harassment, please let a member of staff know and the issue can be taken further. The manager on shift will ask you what your preferred course of action would be.
- If yourself or a member of your group sexually harass a member of our bar staff, you will be asked to leave the premises. Police may also be called if the victim wishes so.
- Upon leaving the premises, staff of the Punch Bowl have every right to refuse service or further entry to the venue.

