1. Overview

1.1. The Board and Trustees of Teddington Theatre Club (TTC) want all Hampton Hill Theatre (HHT) users to enjoy an environment that encourages respectful, considerate, dignified, and non-sexualised working relationships. This Code sets out our expectations of conduct, which we believe will allow everyone to gain the most from their experience and further the values contained in the Equal Opportunities Policy.

1.2. We expect all users to treat others with dignity and respect and embrace the values listed below:

- 1.2.1. Be Welcoming to all and particularly newcomers
- 1.2.2. Be Positive by looking to have fun and create enjoyment
- 1.2.3. Be Inclusive, welcoming people from diverse backgrounds and being sensitive to the needs of different communities
- 1.2.4. Be Ethical, be respectful of others and think through the consequences of our behaviour
- 1.2.5. Be Environmentally Responsible, promoting actions which are sustainable and which benefit the environment

1.3. TTC opposes harassment and bullying in any form and will act to ensure this policy is respected.

2. Definitions:

2.1. **Harassment/Bullying**

- 2.1.1. Offensive, intimidating, humiliating, or hostile behaviour interferes with an individual's work and causes stress, anxiety, fear, or sickness on the part of the harassed person.
- 2.1.2. Bullying is behaviour by an individual or group intended to hurt someone physically or emotionally.
- 2.1.3. Types of harassment can be based on age, sex, race, disability, sexual orientation, gender, ethnic or national origins, religion or belief, or sexual nature. It would include unreciprocated and unwelcome comments, looks, actions, jokes, sneers, suggestions or physical contact that are found objectionable or offensive.

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2.2. Cyber-bullying

2.2.1. A method where the perpetrator(s) uses technology to conduct the bullying. They can use e-mail, mobile phones, WhatsApp, text messaging, digital photography, instant messaging, personal websites, chatrooms, blogs, and social networking sites. It may include threats and intimidation, vilification and defamation and attempts at exclusion or peer rejection.

2.3. Gender-based and sexual misconduct

2.3.1. Any unwanted conduct of a sexual nature, or other conduct based on gender and/or sex, affecting the dignity of individuals, which can include unwelcome physical, verbal or non-verbal conduct, whereby the behaviour is inappropriate, offensive or distressing for the recipient and as such, creates an intimidating, hostile, humiliating or sexualised working environment for the recipient.

2.3.2. Examples of this misconduct include gender-based privilege or entitlement; sexist attitudes; the policing of gender roles and dress codes; sexual comments or sexually charged “banter”; flashing and/or nudity in dressing rooms; drugging and/or coercion; any nonconsensual physical contact, groping; and rape and/or sexual assault of any kind. Those mentioned above should be taken in any club context, whether in or out of the building (e.g. at post-rehearsal drinks and/or after-show parties).

2.4. Breach of Privacy

2.4.1. Personal data is provided to members to communicate for TTC and HHT purposes. Using this information outside of TTC and HHT is unacceptable, and the General Data Protection Regulations must be applied. This includes issues relating to photographs.

2.5. Breach of Safeguarding

2.5.1. TTC has a policy for safeguarding children, and all members and users of HHT must apply and respect its provisions.

2.6. Breach of Health and Safety

2.6.1. The Board and Trustees of TTC treat health and safety as an indispensable requirement to ensure that HHT is a safe environment for all who work, perform, and visit our building. HHT users are required to do everything they possibly can to keep themselves and others around them safe from harm.

2.6.2. Health and Safety policies and related information are posted in different locations around the theatre. The Safe System of Works is backstage, adjacent to the Stage Manager's Desk. Users of our facility are expected to familiarise themselves with and always comply with them.

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2.7. Grievance Procedure

2.7.1. If any member of TTC or user of Hampton Hill Theatre thinks they have been discriminated against or treated inconsistently with this policy, they should try to raise the issue directly with the individual concerned if they feel comfortable doing so.

2.7.2. If personal contact is inappropriate, they can contact the Report and Support lead, Ian Kinane, iank@teddingtontheatreclub.org.uk and/or refer to Teddington Theatre Club's grievance procedure. Users will have their concerns treated confidentially and sensitively. The Grievance Procedure is available in the member's document directory or from the Company Secretary at secretary@teddingtontheatreclub.org.uk

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