



DIGNITY AT WORK

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Next Review: March 2027

(or sooner in line with updated legislation)

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Introduction

Hijinx are an equal opportunities employer. We are committed to championing equity, diversity and inclusion within our work. We will actively promote a positive, inclusive and safe working environment in which our employees will be treated with dignity and respect. We will not bully them, nor will we discriminate unlawfully against them or harass them on the “equality grounds”; which are:

Sex	Pregnancy or maternity	Gender reassignment*
Marital or Civil partnership status	Religious or similar philosophical belief	Political opinion
Racial group	Sexual orientation	Disability
Age		

*Please note, it is Hijinx’s policy that the term gender reassignment refers to all transgender employees regardless of whether they have undergone or plan to undergo a medical reassignment.

Hijinx will not tolerate any form of harassment or bullying by or towards our employees, Board members, freelancers, actors or participants. Harassment and bullying are serious offences that undermine the confidence and safety of the victim and may lead to reputational damage to the Company. Hijinx are committed to taking swift and forceful action against any valid complaint of harassment or bullying in accordance with our Disciplinary Procedure and/or Sexual Harassment Policy.

Policy Aims

This policy is intended to:

- increase awareness of what is unacceptable behaviour;
- increase awareness that any form of harassment bullying is unacceptable

What is Harassment?

Harassment is any unwanted conduct related to the equality grounds which damages, or which is done with the aim of damaging, a person’s dignity or of creating an intimidating, hostile, degrading, humiliating or offensive environment for that person.

Many forms of misbehaviour may amount to harassment; examples include:

- Physical conduct such as assaulting a person or making obscene gestures.
- Verbal conduct such as making racist, sexist, sectarian or homophobic remarks; making derogatory comments about a person's age or disability; or singing songs of this nature.
- Visual or written material containing racist, sexist, sectarian, homophobic or other derogatory words or pictures (e.g. in posters, graffiti, letters or emails).
- Isolating a person (e.g. "sending them to Coventry") or refusing to co-operate or help them at work or by excluding them from work-related social activities.
- Forcing a person to offer sexual favours or to take part in religious or political activities.

What is Bullying?

Bullying is similar to harassment in the sense that it too is offensive, hostile or oppressive behaviour. The main difference is that bullying behaviour need not be related to the equality grounds, but may be done for other reasons, such as jealousy or personal dislike or revenge or insecurity.

Bullying is offensive treatment through vindictive, cruel, malicious or humiliating attempts to undermine an individual employee or group of employees. Bullying may combine a variety of different approaches – it can be physical, verbal or non-verbal. It can be experienced from manager to subordinate, subordinate to manager, peer to peer, group of staff to individual. It is insidious and undermines the ability and confidence of the person on the receiving end. Such persistently negative attacks on personal or professional performance are often not apparent to anyone else.

When is Behaviour Unacceptable?

To assess whether bullying or harassment has taken place we will consider if the behaviour in question is unacceptable by reasonable normal standards and if it is harmful or unwelcome to the person or people on the receiving end. Perpetrators may not be aware that their actions amount to harassment, however, what matters is the effect of their actions. A one-off act, if serious, can amount to bullying or harassment.

Examples of unacceptable behaviour include:

- derogatory comments, offensive language, remarks or jokes;
- spreading malicious rumours or insulting someone;
- insulting behaviours or gestures;

- displaying offensive or suggestive literature or remarks;
- intrusion by pestering, spying or stalking;
- embarrassing, threatening, humiliating, patronising or intimidating remarks;
- unwanted physical contact;
- physical or verbal assault, such as shouting;
- unwelcome sexual advances, such as touching or standing too close;
- undermining a person's self-esteem, for example by constantly making unfavourable comparisons with others or belittling their status;
- deliberately undermining a competent worker by overloading or under loading them with work, and constantly criticising them;
- excluding or isolating a colleague, not co-operating with them or victimising them

Implications of Harassment & Bullying

Harassment and bullying can damage the health (both mental and physical), confidence, morale and performance of employees who are affected by it. Harassment is unlawful under equality law. Harassment and bullying may also be civil or criminal offences and may contravene health and safety law.

Aside from the legal implications, both harassment and bullying are unacceptable in our workplace and will not be permitted under any circumstances. We will treat such behaviour as misconduct which may result in dismissal from employment.

Employees' Rights

Our employees have a right to work in a positive and nurturing environment that is free from harassment and bullying and to report such behaviour should it occur.

If you are subject to harassment, bullying or discrimination of any kind, we have a Grievance procedure and/or Sexual Harassment policy that you can refer to. All complaints will be treated in the strictest confidence.

Employees who make complaints, and others who give evidence or information in connection with such complaints, will not be victimised (i.e. they will not be discriminated against, harassed or bullied in retaliation for their actions). Victimisation is also discrimination contrary to the equality laws and this policy.

Employees' Responsibilities

All employees must comply with this policy. They must treat each other with dignity and respect. They must not themselves commit any acts of harassment or bullying against any person, such as their co-workers, our job applicants or the artists we work with. Such behaviour will not be permitted or condoned. We will treat it as misconduct which may result in dismissal from employment (according to our Disciplinary Procedure).

All our employees should discourage harassment and bullying by making it clear that they find such behaviour unacceptable and by supporting co-workers who suffer such treatment.

Any employee who is aware of any incident of harassment or bullying should alert a manager so we can address it.

Employer's responsibilities

We will ensure this policy is embedded throughout the organisation and it will be reviewed regularly. The main responsibility for this will be carried out by the CEO/s but, line managers also have a responsibility for enforcing this policy on a day-to-day basis, especially in setting a good example for other employees to follow and for intervening where necessary to protect and reassure employees.

To implement this policy, we will:

- provide all employees with a copy of this policy and explain it to them.
- provide appropriate training to line managers.
- ensure that all complaints of harassment and bullying are dealt with promptly, seriously, and confidentially and in accordance with our internal grievance procedure.
- set a good example by treating employees with fairness, dignity, and respect.
- be alert to unacceptable behaviour and take appropriate action to stop it.
- monitor all incidents of harassment and bullying and review the effectiveness of this policy periodically.

Third-party Bullying & Harassment

Third-party bullying and harassment occurs when a member of our workforce is subjected to harassment by someone who is not part of our workforce but who is encountered in connection with work. This includes our customers, suppliers, members of the public, clients, people using our services, friends and family of colleagues and service users, delegates at a conference, audiences, and self-employed contractors.

Third-party harassment of our workforce is unlawful and will not be tolerated. The law requires employers to take steps to prevent harassment by third parties and we are committed to doing so.

The law does not provide a mechanism for individuals to bring a claim of third-party harassment alone. However, failure for an employer to take reasonable steps to prevent third-party harassment may result in legal liability in other types of claim.

In order to prevent third-party harassment from occurring, we will:

- attach signage to the walls of the areas within the workplace where customers are present to warn that harassment of our staff is not acceptable
- inform third parties (ie suppliers) of our zero-tolerance harassment policy within our supplier documentation

If you have been subjected to third-party harassment, you are encouraged to report this as soon as possible to the Executive Director. Alternatively, you can report instances of third-party harassment by emailing HR@hijinx.org.uk.

Should a customer sexually harass a member of our workforce, we will warn the client or customer about their behaviour. Any criminal acts will be reported to the police. Hijinx will always support referring of cases and if we're unsure whether this is a crime, we will consult with the Police in the first instance to gain clarity.

We will not tolerate harassment by any member of our workforce against a third party. Instances of harassment of this kind may lead to disciplinary action, including termination of employment.

The Executive Director is responsible for ensuring this policy is properly upheld and circulated to staff.