



**Irish
National
Opera**

Irish National Opera Dignity in the Workplace Policy

December 2019

Irish National Opera is committed to providing an environment which is free from any form of bullying and harassment. INO will not tolerate any form of bullying and harassment and all company members (artists, stage management, technical personnel and anyone else involved in a production) and employees are expected to comply with this policy. INO will take appropriate disciplinary action, including dismissal, against company members and employees who violate this policy.

Definition of Bullying

Workplace bullying is defined as repeated inappropriate behaviour, which is direct or indirect, whether it is verbal, physical or otherwise, and is conducted by one or more persons against another or others, at the place of work and/or in the course of employment which could reasonably be regarded as undermining the individual's right to dignity at work.

An isolated incident of the behaviour described in this definition may be an affront to dignity at work but as a once-off incident is not considered to be bullying.

Definition of Harassment

Harassment (of one person or persons by another or by a number of others) is considered behaviour or conduct that is unwanted by the person or persons, that has the purpose or effect of violating a person's dignity and of creating an intimidating, hostile, degrading, humiliating or offensive environment for the person or persons. The unwanted conduct may consist of acts, requests, spoken words, gestures or the production, display or circulation of written words, pictures, text messages, web site images or other material.

Sexual harassment is defined as any form of verbal, non-verbal or physical conduct of a sexual nature which has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person. The unwanted conduct may consist of acts, requests, spoken words, gestures or the production, display, or circulation of written words, pictures or other material.

Complaints Procedure

In incidents where company members or employees feel they are being bullied, harassed or intimidated, they should raise the issue with the Stage Manager, or the Company Stage Manager, or the Artistic Administrator, or the Finance & Business Manager, or the Executive Director or the Artistic Director (names and contact information are available on the contact sheet). This will be treated as an informal complaint and INO will deal with any such complaints as quickly as possible so that the matter can be addressed promptly and hopefully resolved.

If a complaint cannot be resolved quickly and/or it is of a serious and grave nature, the aggrieved person may make a formal complaint in writing and INO will initiate a formal investigation. The alleged bully or harasser will be made aware of the nature of the complaint, will have the right to seek representation from a work colleague and will be given every opportunity to rebut the allegations made. Strict confidentiality and proper discretion will be maintained throughout the process.

Once an investigation of an issue begins, it may be necessary to interview other staff. Any statements taken from witnesses will be circulated to the person making the complaint and the alleged harasser for their comments before any conclusion is reached in the investigation. A record of all relevant discussions, which take place during the course of the investigation, will be maintained by the investigator who will be a suitably skilled person and either a member of management or an external consultant.

When the investigation has been completed both parties will be informed as to whether or not the complaint has been upheld. Both parties will be given the opportunity to comment on the findings before any action is decided upon by management.