

DIGNITY & RESPECT AT WORK POLICY

The Company

StAnza International Poetry Festival (StAnza) is an organisation committed to advocating for the contemporary relevance and importance of poetry through the presentation of an annual festival in Scotland, as well as performances, events and programmes throughout the year.

Policy Statement

StAnza strives to engender and promote a culture of inclusion, kindness and respect across all of its activities and, in particular, in its working practices. We believe that everyone with whom we work has the right to expect a secure and positive environment, free from concerns about bullying or harassment, and in which they feel valued and respected.

Underlying Principles

This policy is guided by the principles that:

- People working with StAnza are entitled to be treated with respect at all times;
- People working with StAnza are empowered to give their best when professional boundaries are explicit, understood and maintained;
- The wellbeing of those working with StAnza is a fundamental concern.

Scope and Aims of the Policy

This policy applies to anyone working with StAnza for any length of time, whether on an employed, freelance or voluntary basis, and aims to provide a framework for working successfully with others, including mechanisms for addressing any difficulties that may arise.

The principles of the policy apply to:

- Remote-working contexts;
- Any temporary or permanent office space used by any workers engaged by StAnza;
- Any venue in which StAnza activity is taking place;
- Meetings, whether in-person or online;
- Interviews;
- Professional social events, such as launches and receptions;
- Professional industry events, such as conferences, seminars or training;
- Social media – both StAnza's own and workers' personal accounts, where content published could be seen to be representing StAnza;
- Other public media (digital, broadcast & printed), if workers' comments could be construed to be representative of their role with StAnza or reflective in any way of StAnza's view.

The policy should be read in conjunction with other key policies related to working with StAnza, notably our Code of Conduct; Safer Spaces Policy; Equality, Diversity & Inclusion Policy; and Grievance & Disciplinary Policy. All policy documents are available either on our website – <https://stanzapoetry.org/policies/> – or by emailing Suzie Kirk Dumitru, Operations Manager – suzie.kd@stanzapoetry.org.

Working Practices and Behaviours

Creating a positive and productive working environment in which colleagues feel respected and valued is a collaborative effort and requires sensitivity, as well as clear expectations, feedback mechanisms and robust procedures for tackling concerns.

The following offers guidance and examples of expected behaviours when working with StAnza, as well as examples of behaviour that is deemed unacceptable and requiring of immediate intervention by the organisation.

Expected & appropriate behaviours

- Approaching all interactions with colleagues with respect and expecting the same in return;
- When managing others, remembering your duty of care to your colleagues – seniority necessitates assuming responsibility for the professional wellbeing of team members;
- When managing others, leading by example and embodying the principles of creating a positive working culture;
- Those in positions of seniority have a right and responsibility to discharge managerial duties. Doing so may occasionally require a firm or assertive approach, but you should take care not to demean, devalue, or intimidate colleagues;
- Work should always be conducted in an open environment: avoiding private or unobserved situations unless justified as essential;
- In workshop or project environments that might entail emotional openness - the nature and need for which should be explored with care by the lead practitioner – boundaries should be explicitly discussed in advance and respect and sensitivity should be practised by all colleagues;
- Acknowledging that our lived experiences differ and that we may respond to and experience situations differently from our colleagues;
- Being open to respectful discussions over differences of opinion, and to professional feedback;
- Swiftly raising any professional concerns about colleagues' behaviour or wellbeing, or about the organisational working culture, using the mechanisms prescribed below.

Inappropriate behaviours

- Use of language which might be perceived to be inappropriate, or even discriminatory;
- Making sexually suggestive comments, even in jest;
- Making unsolicited personal remarks to a colleague, sexual or otherwise;
- Making personal comments about a colleague on any form of social media;
- Allowing or engaging in any form of intimate touching
- Aggression, whether physical or verbal, including raising your voice to a colleague;
- Persistent or unfair criticism and constantly undervaluing a colleague's efforts;
- When managing others, withholding professional information and/or removing areas of responsibility without valid justification;
- When managing others, imposing unreasonable or inappropriate tasks or goals;
- Ostracising a colleague, using threats or instilling fear;
- Personal use of company email or social media;
- Spreading malicious rumours, whether in-person or online;
- Failure to act upon and record any allegations made by a colleague.

Reporting Procedure

If you have a concern about the behaviour or wellbeing of a colleague – or about the working culture of the organisations – in relation to this policy, it should be reported to a senior member of staff (Artistic Director or Operations Manager) or to a trustee.

StAnza can only act on reports of incidents/behaviour brought to us directly and not on information encountered indirectly (e.g. rumours shared online).

- Make contact with a senior member of staff or a trustee, either directly or by requesting that your StAnza contact put you in touch with the relevant person.
- You can report an incident to us in the way that feels most appropriate for you, be that via email, in person or on the phone.
- Whilst we require reports to be made by the person with the concern, you may choose to involve a third party (e.g. friend, colleague, union representative) in your correspondence and we will support you in this.
- Try to give a clear description of your concern. If it concerns specific behaviours, try to provide clear examples. If there is an incident to report, ensure you discuss;
 - when and where it occurred
 - who was involved
 - what happened before, during and after
 - what the impact was on you and/or others
- The person that you make the report to will keep a log of the details that you provide and will advise you of what will happen next.
- Your correspondence will be kept in strict confidence and only shared with relevant parties where necessary for appropriate investigation and action to be undertaken.

Investigations and outcomes

- When a report is received, it will be reviewed by the staff member/trustee receiving it and subsequently shared with the Chair of the board and another senior member of staff, where appropriate.
- Where the allegation relates to the Chair of the board, it will be shared with another representative or subcommittee of the board for review.
- A member of staff or trustee may then opt to contact you for further information, to provide evidence or for clarification. This might be in person, on the phone, or by email, depending upon the circumstances. As above, you may continue to involve an appropriate third party in your contact with us, for support.
- A confidential record of all correspondence and action relating to the allegation will be kept by the company and a summary report will be prepared by a senior staff member and submitted to the Chair (or alternative representative or subcommittee) for a decision as to what further action, if any, is necessary.
- You will be informed of this decision within 20 working days.
- Possible outcomes might include:
 - A meeting with the complainant and/or colleague/s involved to discuss how the concerns can best be addressed going forwards;
 - A written response from the Chair (or alternative representative or subcommittee) stipulating actions to be taken with regard to amending policies, procedures and working practices to address the concerns raised;
 - If misconduct is alleged, under our Code of Conduct, a temporary suspension of colleague/s' engagement with StAnza whilst alleged misconduct is investigated;

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- A written warning given to the colleague/s involved;
- The termination of any engagement with the colleague/s involved and removal of those colleague/s from StAnza's public communications.

Responsibilities

StAnza's Board of trustees is responsible for ensuring that the organisation meets its legal and ethical obligations in respect of this policy, and will review it annually. The Artistic Director and Operations Manager are responsible for mainstreaming the Policy in their work.

The Artistic Director and Operations Manager are also responsible for:

- Fostering a culture in which compliance with this Policy is regarded as integral;
- Identifying and initiating ways that improvements in working practices can be made;
- Ensuring that staff are encouraged, supported and enabled to reach their full potential;
- Raising any concerns about this policy, its implementation and/or the company's working practices with the Board.

Staff with responsibility for managing others, including contractors, volunteers and artists, are responsible for maintaining and implementing the principles of the Policy in their work with these individuals and/or groups.

Context and Resources

StAnza implements its Dignity & Respect at Work Policy in accordance with current legislation and best practice guidelines. Resources on the subject that workers may find useful include:

- ACAS: www.acas.org.uk
- Advice on bullying at work: www.bullying.co.uk
- Equality & Human Rights Commission: www.equalityhumanrights.com
- Tackling work-related stress www.hse.gov.uk
- EU: [Protection of Dignity of Men and Women at Work](#)
- Unite: [Dignity at Work](#)

Monitoring and Review

The ways in which we seek to achieve our aims and the means by which we hold ourselves accountable to our commitments are constantly evolving. As such, this document and our related policies are under regular review by the Board of Trustees, Artistic Director and Operations Manager, and we welcome feedback and constructive criticism from our staff, stakeholders, collaborators, volunteers and audiences.

If you have comments on this or any other StAnza policy document, please email Suzie Kirk Dumitru, Operations Manager on suzie.kd@stanzapoetry.org

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