

Sexual Harassment Policy

1. Policy Statement

Two Larks Productions is committed to creating a workplace free from sexual harassment and will not tolerate harassment by or against employees, casual workers and agency workers, freelancers, volunteers, clients or other third parties.

This policy aims to protect all people working at Two Larks Productions from sexual harassment, give them guidelines to report incidents, explain how we handle reports of sexual harassment and help people who experience it recover. Two Larks Productions will take all reports seriously and address them promptly.

2. A Definition of Sexual Harassment

Sexual harassment is any unwanted physical, verbal or non-verbal behaviour of a sexual nature that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.

This could include but is not limited to:

- Sexual comments or jokes
- Unwelcome sexual advances, touching, and various forms of sexual assault
- Displaying photos, pictures, or drawings of a sexual nature
- Sending messages, emails etc. with sexual content
- Sexual harassment can include verbal, non-verbal and physical acts
- Making promises in return for sexual favours
- Intrusive questions about a person's sex life, and discussing your own sex life
- Treating someone less favourably because they have submitted or refused to submit to such behaviour in the past
- Continued suggestions for social activity after it has been made clear that such suggestions are unwelcome.

3. Scope of the Policy

This policy applies to everyone working at or with Two Larks Productions, including employees, casual workers and agency workers, freelancers, volunteers, clients and third parties. This policy on sexual harassment also applies at off-site gatherings or anywhere else you are representing Two Larks Productions. Two Larks Productions may amend this policy at any time.

4. Reporting an Incident

All reports of sexual harassment will be taken seriously and handled sensitively. Experiencing or witnessing sexual harassment is often extremely distressing. Two Larks Productions aims to support people who make reports and make reporting as straight forward as possible.

If you experience sexual harassment or witness another person being sexually harassed, please report it to Two Larks Productions (twolarksproductions@gmail.com). You can also report any instances of sexual harassment anonymously via <https://forms.gle/otuf5w8uyMTJN7LC8>.

If you report sexual assault to the police, Two Larks Productions will provide all possible support until the matter is resolved.

If you do not feel safe reporting to Two Larks Productions directly then you should contact the Musicians' Union Safe Space Scheme for assistance musafespace.org.uk
Employees, freelancers and volunteers can also report to a third-party, such as their Trade Union if they would prefer.

5. Third Party Harassment

If you experience sexual harassment by a "third party" (e.g. an audience member or someone working at a recording studio we use) you should report this behaviour to Two Larks Productions (twolarksproductions@gmail.com) so they can deal with the alleged harasser.

Reporting the harasser means that we can deal with situation and protect other people who would have come in contact with them.

6. The Complaints Procedure

If Two Larks Productions receives a report of sexual harassment, or if we suspect sexual harassment is taking place, we will immediately investigate and address the allegations.

Informal complaints

Employees, casual workers and agency workers, freelancers, clients and volunteers who experience or witness sexual harassment will be given the option of resolving the matter informally in the first instance.

Formal complaints

Employees, casual workers and agency workers, freelancers, and volunteers will be given the option to make a formal complaint through disciplinary and grievance procedures if they wish to do so or if informal action fails to resolve the situation.

Investigations

Any meetings will be held as soon as possible after a complaint is received. Investigations may include:

- Collecting as many details as possible
- Choosing an appropriate investigator
- Conducting interviews with witnesses, the alleged harasser and other related parties
- Gathering and documenting digital evidence

Following the investigation

Decisions and any action taken to resolve the complaint will be communicated to the person reporting and the alleged harasser as soon as possible.

Appeals

You have the right to appeal against decisions made as a result of the complaint. Appeals will be dealt with impartially and, wherever possible, by someone who has not previously dealt with the complaint.

Confidentiality

Employees, casual workers and agency workers, freelancers, clients and volunteers who make complaints or who are part of an investigation will not suffer any form of victimisation as a result. Details of any complaint will be processed in accordance with the UK General Data Protection Regulations (UK GDPR).

Any breaches of confidentiality will be treated in a serious manner and dealt with under the disciplinary and grievance procedure.

Training

Training will be provided for those employees who have a specific responsibility for implementing this policy or who may be involved in dealing with complaints which arise.