



Equality, Human Rights and Diversity Policy

Context:

Smock Alley Theatre has been a centre for the development of theatre arts since re-opening its doors in 2012. This work has gone on within a culture of fairness, respect and openness. Smock Alley Theatre has already established policies in this area including an Equal Opportunities Policy, a Disability policy and the Dignity at Work policy.

By following the Arts Council of Ireland's lead, we are bringing together these various policies along with a newly developed Diversity policy to make an overall commitment on Equality, Human Rights and Diversity within the work that we make, the platform we provide, the team we employ and the community of artists that we serve.

Statement of Policy.

Smock Alley Theatre is an employer but it also a place of work for many freelance artists, who are not employed or contracted by Smock Alley Theatre. Smock Alley Theatre is also a venue which welcomes audiences from across Dublin, Ireland and internationally. This policy strives to cover all the different ways that people may engage with our organisation and it is underpinned by the following values.

- Smock Alley Theatre has a responsibility to promote a fair and equitable work environment.
- We ensure that Smock Alley Theatre is a safe space to work, free of any intimidation, harassment or bullying.
- We will reflect the diversity that is currently in Ireland today and to ensure that multiple voices and artists are platformed across all our theatre spaces.
- We aim to show leadership in this area particularly as so many artists who work with us are only beginning their careers and will learn future practice from good precedents set by us.

Current policies in place.

In striving to maintain a safe, creative and open place to work we have policies that are directly targeted at the employees of Smock Alley and those that are circulated to anyone who is working within the building – no matter what their relationship to Smock Alley Theatre is.

Under the **Equal Opportunities policy** we outline our attitude towards discrimination in any form and have specific detail around recruitment and selection that forms part of our Employee handbook. This policy directly addresses the equality of opportunity from within our own workplace.

Our **Bullying & Harassment policy** and the **Dignity at Work** policy both address issues arising from harassment or bullying behaviour that can occur in a work setting. The Bullying and Harassment policy forms part of our Employee handbook and outlines the procedures that Smock Alley Theatre will go through in order to handle both informal and formal complaints in these areas.

The Dignity at Work policy is a code of behaviour for Irish Theatre written by Safe to Create for The Irish Theatre Institute and adopted by Smock Alley Theatre. As a policy it is both given to new employees to the company and shared with any theatre/event company that books a space/slot to perform at Smock Alley Theatre. We ask that the incoming company read, share and sign the policy to ensure that anyone working at Smock Alley theatre is aware of our policy in this area.

Our **Disability policy** confirms Smock Alley's commitment to social inclusion and outlines ways in which the theatre can accommodate and engage anyone who identifies as disabled while our **Diversity policy** commits to amplifying voices that may not have had access to our stages before.



Diversity Policy

Statement of Policy

Smock Alley Theatre understands that as a cultural centre it has a responsibility to speak to communities and people of all different cultural and ethnic backgrounds.

We acknowledge that there are particular communities who have historically been underrepresented on stages across Ireland.

We believe that the best way to reach and engage these audiences is to present work on stage that reflects their lived experience.

We wish to provide a platform and development opportunities for artists from a wide range of backgrounds and cultural identities to develop and present work.

Smock Alley Theatre believes that supporting diversity within our audience and the artists we work with will have a positive impact on the organisation as a whole and our relevance and strength within the ecology of Irish theatre.

Actions to encourage diversity

Specific artist development programmes that target artists within Ireland whose voices have not been platformed on our stages.

Tailored programme strands within our in-house festival of new work Scene & Heard to encourage the presentation of work from different perspectives.

Identify representative organisations and begin building relationships with communities not currently engaging with our organisation.

Engage with the Arts Council of Ireland's initiatives to develop capacity in this area.

EQUAL OPPORTUNITIES POLICY

A) STATEMENT OF POLICY

1. We recognise that discrimination is unacceptable and although equality of opportunity has been a long standing feature of our employment practices and procedures, we have made the decision to adopt a formal equal opportunities policy. Breaches of the policy will lead to disciplinary proceedings and, if appropriate, disciplinary action.
2. The aim of the policy is to ensure no job applicant or employee is discriminated against either directly or indirectly on the grounds of gender, marital status, family status, sexual orientation, religious belief, age, disability, race or membership of the travelling community.
3. We will ensure that a copy of the policy will be made available for all employees and made known to all applicants for employment.
4. The policy will be communicated to all private contractors reminding them of their responsibilities towards the equality of opportunity.
5. The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.
6. We will maintain a neutral working environment in which no worker feels under threat or intimidated.

B) RECRUITMENT AND SELECTION

1. The recruitment and selection process is crucially important to any equal opportunities policy. We will endeavour to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.
2. Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.
3. Job descriptions, where used, will be revised to ensure that they are in line with our equal opportunities policy. Job requirements will be reflected accurately in any personnel specifications.
4. All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.
5. Short listing and interviewing will be carried out by more than one person where possible.
6. Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.

7. Selection decisions will not be influenced by any perceived prejudices of other staff.

PERSONAL HARASSMENT POLICY AND PROCEDURE

A) INTRODUCTION

1. Many people in our society are victimised and harassed as a result of their gender, marital status, family status, sexual orientation, religion, age, disability, race or membership of the travelling community.
2. Personal harassment takes many forms ranging from tasteless jokes and abusive remarks to pestering for sexual favours, threatening behaviour and actual physical abuse. Whatever form it takes, personal harassment is always serious and is totally unacceptable.
3. We recognise that personal harassment can exist in the workplace as well as outside and that this can seriously affect employees' working lives by interfering with their job performance or by creating a stressful, intimidating and unpleasant working environment.
4. Bullying in the workplace is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could be regarded as undermining the individual's right to dignity at work.

B) POLICY

1. We deplore all forms of personal harassment and bullying and seek to ensure that the working environment is sympathetic to all our employees.
2. We have published these procedures to inform employees of the type of behaviour that is unacceptable and provide employees who are the victims of personal harassment or bullying with a means of redress. For the sake of simplicity, the word "harassment" has been used in the remainder of this policy. However, it should be understood that, for the purpose of this policy, the examples given and the procedures to be used apply equally to the more general concept of bullying.
3. We recognise that we have a duty to implement this policy and all employees are expected to comply with it.

C) EXAMPLES OF PERSONAL HARASSMENT

Personal harassment takes many forms and employees may not always realise that their behaviour constitutes harassment. Personal harassment is unwanted behaviour by one employee towards another and examples of harassment include:

- a. insensitive jokes and pranks
- b. lewd or abusive comments about appearance
- c. deliberate exclusion from conversations
- d. displaying abusive or offensive writing or material
- e. unwelcome touching
- f. abusive, threatening or insulting words or behaviour
- g. the use of a mobile phone to harass, bully or intimidate.

These examples are not exhaustive and disciplinary action at the appropriate level will be taken against employees committing any form of personal harassment.

D) COMPLAINING ABOUT PERSONAL HARASSMENT

1. Informal complaint

We recognise that complaints of personal harassment and particularly of sexual harassment can sometimes be of a sensitive or intimate nature and that it may not be appropriate for you to raise the issue through our normal grievance procedure. In these circumstances you are encouraged to raise such issues with a senior person of your choice as a confidential helper. The confidential helper cannot be a person who may be required to formally investigate the matter if it becomes a formal complaint, for example the Artistic Director or a Member of the Board.

If you are the victim of minor harassment you should make it clear to the harasser on an informal basis that their behaviour is unwelcome and ask the harasser to stop. If you feel unable to do this verbally then you should hand a written request to the harasser, and your confidential helper can assist you in this.

2. Formal complaint

Where the informal approach fails or if the harassment is more serious, you should bring the matter to the attention of the General Manager or another member of the senior Management team as a formal written complaint and again your confidential helper can assist you in this. If possible, you should keep notes of the harassment so that the written complaint can include:-

- a. the name of the alleged harasser
- b. the nature of the alleged harassment
- c. the dates and times when the alleged harassment occurred
- d. the names of any witnesses
- e. any action already taken by you to stop the alleged harassment.

On receipt of a formal complaint we will take action to separate you from the alleged harasser to enable an uninterrupted investigation to take place. This may involve a temporary transfer of the alleged harasser to another work area or suspension with pay until the matter has been resolved.

The person dealing with the complaint will carry out a thorough investigation in accordance with our disciplinary procedure. Those involved in the investigation will be expected to act in confidence and any breach of confidence will be a disciplinary matter.

When the investigation has been concluded, a draft report of the findings and of the investigator's proposed decision will be sent, in writing, to you and to the alleged harasser.

If you or the alleged harasser are dissatisfied with the draft report or with the proposed decision this should be raised with the investigator within five working days of receiving the draft. Any points of concern will be considered by the investigator before a final report is sent, in writing, to you and to the alleged harasser.

E) GENERAL NOTES

1. If the report concludes that the allegation is well founded, the harasser will be subject to disciplinary action in accordance with our disciplinary procedure. An employee who receives a formal warning or who is dismissed for harassment may appeal against the disciplinary action by using our disciplinary appeal procedure.
2. If you bring a complaint of harassment you will not be victimised for having brought the complaint. However if the report concludes that the complaint is both untrue and has been brought with malicious intent, disciplinary action will be taken against you.

F) DIGNITY AT WORK CHARTER/BULLYING

We commit ourselves to working together to maintain a workplace environment that encourages and supports the right to dignity at work. All who work here are expected to respect the right of each individual to dignity in their working life. All will be treated equally and respected for their individuality and diversity. Bullying in any form is not accepted by us and will not be tolerated. All individuals whether employed by us or contracted by us have a duty and a responsibility to uphold this dignity at work charter. You will have been given a Dignity in the Workplace Policy to read, sign and return to management.

BULLYING PREVENTION POLICY

A) PURPOSE

As part of our commitment to the fairness, dignity and respect of each employee, any form of bullying will not be tolerated by this Company. The aim of this Policy is to indicate what constitutes bullying and what action the Theatre will take if it becomes necessary to deal with an offence of this nature.

B) SCOPE

This Policy is applicable to all employees (temporary and permanent) irrespective of length of service and includes clients and service personnel both inside and outside the work environment.

C) POLICY

The Theatre acknowledges the right of all employees to a workplace and environment free from any form of bullying. Every member of staff has an obligation to be aware of the effects of their own behaviour on others.

Any instances of bullying will be dealt with in an effective and efficient manner. In cases where the behaviour is proved to be repeated and consistent, causing unnecessary stress and anxiety, this will be considered gross misconduct. The Theatre reserves the right to use the disciplinary procedure up to and including summary dismissal.

As part of this Company's code of conduct, it is imperative that all staff respect the dignity of every colleague. You will be provided with a Dignity in the Workplace Agreement for you to sign. Please consider the beliefs of all of your colleagues regarding your code of conduct, with particular reference to remarks, dress code, posters, e-mails and anything which may cause offence on the grounds of a person's gender, marital status, race, religion, family status, age, sexual orientation or disability or to a member of the travelling community.

D) DEFINITION

The Task Force on the Prevention of Workplace Bullying defines bullying as: "Repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, 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 one off is not considered to be bullying".

The following are examples of the types of behaviour considered as bullying and are prohibited by the Company:

E) VERBAL ABUSE

- Shouting or using aggressive or obscene language, in public or in private, to humiliate or intimidate.
- Making offensive comments about the same person regularly.
- Unfair and excessive criticism.
- Ridiculing the employee in front of other employees and individuals.
- Spreading false or malicious information about the individual around the organisation etc.
- Personal insults, name calling
- Threatening job loss for trivial errors.

The above list is not exhaustive and only serves as a guideline to employees. Each case will be taken in isolation and dealt with in the appropriate manner.

F) NON VERBAL ABUSE

- Setting up a person to fail by overloading them with work or setting impossible deadlines.
- Withholding information and blaming the person for being ignorant.
- Ignoring, excluding and isolating a person.
- Threatening body language.
- Damaging personal belongings.
- Excessive monitoring.
- Making offensive/inappropriate comments via text messaging, email or via social networking sites

The above list is not exhaustive and only serves as a guideline to employees. Each case will be taken in isolation and dealt with in the appropriate manner.

G) PHYSICAL ABUSE

- Hitting.
- Bodily contact that is abusive in nature.

The above list is not exhaustive and only serves as a guideline to employees. Each case will be taken in isolation and dealt with in the appropriate manner.

H) PROCEDURES FOR DEALING WITH BULLYING

1. Informal Procedure

An informal approach can often resolve difficult situations with the minimum of conflict and stress for the individuals involved. This in no way diminishes the issue of the effects on the individual.

If you feel you are being bullied you should attempt to explain to the alleged bully that their behaviour is unacceptable. If you find it difficult to approach the alleged bully alone then seek help and advice from the nominated contact person. He/she will listen, be supportive and explain the various options open to you.

You may ask the contact person to assist you with raising the issue with the alleged bully. The contact person will approach the alleged bully in a confidential, non-confrontational discussion to try to resolve the matter in a low-key manner.

If you decide to bypass the informal procedure, for whatever reason, and choose to go down the formal route then this will not reflect negatively on you in any way.

2. Formal Procedure

If the informal approach is not appropriate, or if after using the informal procedure, the bullying continues, then the formal procedure will be invoked.

A formal written complaint must be given to the General Manager or the Artistic Director. The complaint should only contain precise details of actual incidents of bullying.

A letter will be sent to the alleged bully to inform him/her that a formal complaint has been made against them. A copy of the complaint will be given to him/her and he/she will be given the opportunity to respond to the allegations.

An initial examination will be carried out by a designated, members of the Board who will determine the appropriate course of action to be taken e.g. a mediated solution or attempt to resolve the situation informally or decide if it should be progressed to a formal investigation. If these courses of action prove to be inappropriate or inconclusive, then a formal investigation of the complaint will take place to determine the facts and credibility of the allegations.

3. Investigation

The investigation will be carried out by designated members of the Board. The investigation will be thorough, objective and confidential. It will be conducted with sensitivity and respect for the rights of the complainant and the alleged bully.

The designated investigators will meet with the complainant, the alleged bully and any witnesses or other relevant persons individually. The purpose of these meetings is to establish the facts about the allegations, set a timeframe, all of which will be completely confidential.

The complainant and the alleged bully have the right to be accompanied by a work colleague or employee / trade union representative.

The person investigating the complaints will make every effort to carry out and complete the investigation as quickly as possible. When the investigation is complete, a written report will be submitted to The Board which will contain the findings of the investigation.

Both the complainant and the alleged bully will be given the opportunity to comment on the findings of the investigation before any action is decided by The Board.

The Board and the Management will inform the complainant and the alleged bully, in writing, about the findings of the investigation.

4. Outcome

If it is decided that the complaint is well founded then a formal interview will be conducted with the alleged bully to determine an appropriate course of action. This may include counselling, monitoring or progressing the issue through disciplinary and grievance procedures.

In the event of the findings of the investigation concluding that the complaint was untrue and was brought with a malicious or vexatious intent then disciplinary action will be taken against you up to and including dismissal.



Dignity in the Workplace: Towards A Code of Behaviour for Irish Theatre –Written by Irish Theatre Institute, Adopted by Smock Alley Theatre

This Code of Behaviour was created following assessment of the risk to health and safety of employees/workers from bullying, harassment, sexual harassment and victimisation in the theatre sector. It is suggested that this summary is read, discussed and signed by each employee/worker of the team on the first day of the rehearsal period and/or on taking up a position with the employer.

An employer can be any individual or entity engaging the services of an employee. Every employer has a legal responsibility to ensure that all employees, whether full time or freelance, are treated with respect and dignity in all situations associated with their employment including (without limitation): the workplace; at meetings; on tour; at training events; at conferences; and at workrelated social events whether on the premises or off-site.

The employer's responsibility also extends to clients, customers or other business contacts with whom an employee/worker might reasonably expect to come in contact during their employment. All employees/workers, trainees, interns, students, board members, volunteers and individuals providing services to the employer are protected by this Code of Behaviour. They are also required to comply with it. All employees/workers have a responsibility for ensuring they treat their colleagues and contacts in the workplace with dignity and respect and are also responsible for their own contribution to creating and maintaining a work environment free from bullying, victimisation, sexual and other forms of harassment.

Senior staff (creative, technical and administrative) must take responsibility for the power they have and be aware of the potential impact their behaviour has on others. They must take care to ensure they are not using that power abusively over others more vulnerable than them. Management and others in positions of authority have a particular responsibility to ensure that bullying, harassment, sexual harassment and victimisation does not occur and that complaints are addressed speedily through the appropriate procedures.

The employer encourages all employees/workers to call out inappropriate behaviour as soon as it arises. Empower yourself and others. Be proactive and call out inappropriate behaviour if you see it

happening. An employee/worker might find it helpful to use this type of language: This is not appropriate - I feel uncomfortable.

Respecting the Performer

No member of the creative team (e.g. director, producer, designer or choreographer) should ever cause a member of cast to perform, in devising, in rehearsal or in public, in a way that they experience any sense of oppression in the delivery of their performance. The capturing of still or moving images of such intimate portrayals, and their use in marketing and PR in all media, must also be managed in a way that does not threaten the dignity and respect of the performer.

Definitions of Bullying, Harassment, Sexual Harassment and Victimisation

Bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, 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.

Bullying is conduct which occurs on more than one occasion and which is offensive to a reasonable person.

Bullying can consist of persistent offensive, abusive, intimidating, malicious or insulting behaviour, or abuse of power carried out by an individual, or a group of individuals, either directly or indirectly, which makes the victim feel upset, threatened, humiliated or vulnerable.

A pattern of any of the following (non-exhaustive) types of conduct amount to bullying:

- Personal insults and name calling;
- Persistent unjustified criticism and/or sarcasm;
- Public or private humiliation;
- Shouting at staff in public and/or private;
- Sneering; Instantaneous rage, often over trivial issues;
- Unfair delegation of duties and responsibilities;
- Unnecessary work interference;
- Making it difficult for staff to have access to necessary information;
- Aggression;
- Making offensive comments to a pregnant woman about her appearance;
- Physical abuse;
- Being treated less fairly than colleagues;
- Intrusion - pestering, spying or stalking; Menacing behaviour.

Harassment is defined as any unwanted conduct 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 on grounds of gender, marital status, family status, race, age, religion, sexual orientation, disability or membership of the Travelling Community.

Unwanted conduct may consist of acts, requests, spoken words, gestures or the production, display or circulation of written words, pictures or other material.

Examples of harassment might include:

Verbal harassment - jokes, comments, ridicule or songs;

Written harassment - messages, texts, emails, letters and notices;

Physical harassment - jostling, shoving, pinching, unnecessary touching or any form of assault;

Non-verbal harassment or intimidation - gestures, posturing or threatening poses;

Visual displays - cartoons, posters, emblems, badges; Isolation or exclusion from work-related social activities;

Pressure to behave in a manner that the employee/worker thinks is inappropriate.

Sexual Harassment is any form of unwanted 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. This conduct is not limited by the gender(s) of the complainant and the alleged perpetrator(s). The unwanted conduct may consist of acts, requests, spoken words, gestures, physical contact or the production, display or circulation of written words, pictures or other materials.

Examples of sexual harassment include: Sexual gestures; Displaying sexually suggestive objects including images, text messages or emails; Unwelcome sexual comments and jokes; Unwelcome physical contact such as pinching, groping, unnecessary touching; Physical force, or threat of force, for sexual objective; Threat of disadvantage for rejection of advances; Promise of advantage for sexual concessions.

Victimisation, in accordance with the Equality Acts; Victimisation occurs where dismissal or other adverse treatment of an employee/worker occurs in reaction to: a complaint of discrimination made by an employee/worker; any proceedings by a complainant; an employee/worker having represented or otherwise supported a complaint; an employee/worker having been a witness in any proceedings under the Equality Acts or the Equal Status Act (2000-2008); An employee/worker having given notice of intention to do any of the above. Any victimisation of, or retaliation by, another employee/worker against a complainant, an employee/worker supporting a complainant, or a worker who gives evidence regarding an allegation of bullying, harassment or sexual harassment, will be subject to disciplinary action up to and including dismissal.

Complaints Procedures

The employer commits to dealing with complaints of bullying, harassment, sexual harassment and victimisation in a fair and sensitive manner. All complaints received will be treated seriously and with due confidentiality. Complaints will be dealt with as soon as is practicable. Strict confidentiality and proper discretion will be maintained by all parties. The employer has both Informal and Formal Procedures to deal with any complaint made. There is no compulsion or sanction for opting to engage with the Formal Procedure in the first instance. In both the Informal and Formal Procedures, the complainant is entitled to have a representative of their choice present with them, at any meetings arising in the course of proceedings, on the clear understanding of confidentiality by

anyone accompanying the complainant. Employees/workers who believe they have been subject to abuse are encouraged to make written notes of their experience(s): What happened? Where? When? How they felt? Any witnesses? In the event that the Formal Procedure is invoked these notes will be important.

Informal Procedure In the first instance, a person who believes they are being subjected to bullying, victimisation, harassment or sexual harassment should name it and ask the person responsible to stop the offensive behaviour. If it is difficult to approach the alleged offender directly then the complainant should seek help and advice on a confidential basis from:

- Their line manager e.g. director, producer, production manager, company manager, stage manager, CEO
- The Employer's Human Resources manager or designated complaints' advisor (where applicable)
- Another trusted member of the company
- An elected Trade Union representative
- An external 'guardian' (where available) who would be available from the theatre sector/union to act in this capacity

The person to whom the complaint is made should be sensitive and non-judgmental, and should support the complainant by accompanying them to a manager/supervisor. The manager/supervisor should then raise the issue with the alleged perpetrator(s) in a confidential, non-confrontational manner. The employer, at this stage of the process, is dealing with an allegation of misconduct and must adopt a neutral position.

In many instances this informal process, which names and acknowledges inappropriate behaviour and emphasises that it's not acceptable, can result in a mutual understanding and acceptance by both the offending and offended parties. Ideally, this process will involve an apology and a declared intention not to repeat the behaviour. If this is the case, then the matter should be regarded as concluded and no further action will need to be taken except for the manager/supervisor to monitor that no negative consequence for the complainant result from having made the complaint or any repeat of the behaviour occurs.

Formal Procedure

A complainant may decide, for whatever reason, to bypass the Informal Procedure, or to use the Formal Procedure in circumstances where the Informal Procedure has been deemed to be unsatisfactory. It is recognised that it may not always be practical to use the Informal Procedure, particularly where the complaint is very serious or where there is a significant discrepancy between the position of the complainant and the authority position of the person whose behaviour is being complained about. In such instances the employee/worker should use the Formal Procedure.

When a formal complaint is made, the employee/worker should contact one of the following at the earliest possible moment:

- Their line manager e.g. director, producer, production manager, company manager, stage manager, CEO
- The Employer's Human Resources manager or designated complaints' advisor (where applicable)

- Another trusted member of the company
- An elected Trade Union representative
- An external 'guardian' (where available) who would be available from the theatre sector/union to act in this capacity

A Formal Complaint must be made in writing, outlining as much detail as possible regarding the allegation. Guidelines for a written Formal Complaint can be found in the Dignity in the Workplace document. On receipt of a formal complaint the Employer will assign a member of management (the Investigator) to investigate the complaint and to ensure that the details of the complaint are fully understood. A meeting will be arranged with the alleged perpetrator at the earliest possible time. In the interests of natural justice, the alleged perpetrator will be notified in writing. The following information will be provided in writing in advance of the meeting to the alleged perpetrator:

- The name of the complainant
- The nature of the complaint
- A copy of the allegations made - including information about when and where and how the behaviour complained of occurred
- Confirmation of their right to representation at any meeting
- Right to rebuttal of the allegation(s) made.

Following the initial meeting with both parties and their representatives, the Investigator will determine the appropriate course of action which will include either of the following:

1. Where the facts are admitted and agreed by both parties, taking appropriate action to resolve the dispute and/or recommending to management what disciplinary action should be taken against the perpetrator.
2. The Investigator carries out a formal investigation with a view to determining the facts and the credibility, or otherwise, of the allegation(s).

Whilst it is desirable to maintain maximum confidentiality, once an investigation of an issue begins, it may be necessary to interview other staff. If this is so, the importance of confidentiality must be stressed to them. Any statements from witnesses will be circulated to the complainant and the alleged perpetrator for their comments before any conclusion is reached in the investigation.

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 disciplinary or other action is decided upon by management.

A record of all relevant discussions which take place during the course of the investigation will be maintained by management. Both parties will be given a copy, in writing, of the conclusions reached by the Investigator.



Disability Policy

Smock Alley Theatre Company is committed to social inclusion on all levels.

We will ensure that people with disabilities can engage fully in all performances in line with Article 30 of the UN Convention on the Rights of Persons with Disabilities.

As a theatre company we have a clear understanding that our participants and audiences are made up of individuals of all ages potentially with physical, sensory, intellectual and mental health challenges.

The performance spaces will be accessible to wheelchair users and any individuals with mobility challenges.

Provision will be made to liaise with individual carers supporting those with physical, sensory, intellectual and mental health challenges in order to enable full participation in performance events.

Outreach will be made to marginalised communities through invitations to performances at discounted rates for community development groups and organisations supporting individuals with physical, sensory, intellectual and mental health challenges.

As an organisation we will ensure compliance with all government Health and Safety and Child Protection guidelines and legislation.

Disability Awareness

It will be noted that this definition covers a very wide range of disabilities, so wide indeed, as to render misleading most generalised statements or assumptions about the capabilities of people with disabilities in employment. It is important to realise that it is not only people with physical Disability who fall within the definition of people who are disabled. While some disabilities are obvious (e.g. as in the case of wheelchair users), others are not readily apparent (e.g. epilepsy or mental ill-health). The term 'disability' can cover a wide range of circumstances including visual impairment, hearing defects, physical disability, specific learning disabilities and mental health difficulties. Furthermore, the same disability can vary

in its impact and affect people differently. Finally, while some people with disabilities may require special assistance and/or equipment to realise their full potential, most can be fully effective employees without special help.

Making a complaint

In accordance with Section 39 (2) of the Disability Act, 2005 the following are the procedures for making a complaint.

1. A complaint may be made by a person, or through his or her:
 - spouse/partner, parent or relative;
 - guardian or a person acting in loco parentis to that person;
 - legal representative;
 - a personal advocate, assigned by the Citizens Information Board to represent that person;
 - or by another person advocating on behalf of that person with his or her consent.
2. A complaint must be made in writing, which can include fax or e-mail, and should provide all contact details for the person making the complaint.
3. The complaint should state that it is a complaint under Section 38 of the Disability Act 2005 and should, in so far as is possible, set out as clearly as possible the grounds for the complaint regarding the failure of Smock Alley Theatre to provide access to its buildings or services.
4. The complaint must be made to:

The Director of Programming and Finance
6-7 Lower Exchange Street
Dublin 8

Enquiries and complaints will be dealt with seriously and promptly. Confidentiality and discretion will be observed insofar as it is practicable. These procedures do not detract from an individual's rights under statutory legislation.