

## Respect in the Work and Activities of the National Eisteddfod Policy

### Introduction

This policy applies to members of staff, Management Board, Council, Court, central and local committees, competitors, volunteers and everyone involved in the Eisteddfod.

The Eisteddfod is committed to being an inclusive festival that respects and celebrates diversity in all its activities and procedures, and to ensure that no one is prejudiced against anyone based on disability, background, belief, religion, race, age, gender, gender or sexuality (Eisteddfod Standing Rules, 2022).

The body recognises and believes that everyone has the right to be treated equally and with dignity and respect. Bullying, harassment and/or discrimination is harmful and can cause distress, illness, accidents and poor performance.

The National Eisteddfod will not tolerate or accept any form of bullying, harassment or discrimination. It will deal with complaints of such behavior very seriously and take immediate action. In the case of a member of staff, this can lead to disciplinary action and dismissal. In other cases, it can lead to the termination of membership of a committee or group, either temporarily or permanently, and / or ban the individual from attending and participating in the activities of the Eisteddfod.

### Defining Bullying, Harassment and Discrimination.

Bullying can be defined as “unwelcome behaviour by a person or group that is either aggressive, threatening, malicious and or offensive; or misuse of power to undermine, humiliate or cause physical or emotional harm to someone” (ACAS, 2023).

Harassment can be defined as "unwanted behaviour that harms people's dignity or creates a threatening, hostile, degrading, humiliating or offensive environment for a person" (ACAS, 2023).

Discrimination can be defined as treating someone unfairly on the basis of one of the following protected characteristics (Equality Act 2010):

- age
- disability
- gender reassignment
- marital or civil partnership status
- pregnancy or maternity
- race (including colour, nationality, and ethnic and/or national origin)
- religion or belief
- sex
- sexual orientation

Bullying, harassment and/or discrimination may include:

- treating anyone unfairly;
- spreading malicious stories, or insulting a person by word or deed;
- sending communication in any form that is critical of someone to other people who did not need to receive the information - including trolling on social networks;
- ridiculing or degrading someone;
- undermining someone and / or acting in a way to ensure they fail;
- banning or persecuting anyone;
- oppressive supervision or abuse of power or position;
- unwanted sexual offers or suggestions – touching, standing too close, displaying offensive material;
- deliberately undermining anyone by constantly overloading and criticising.

### **The Process**

The National Eisteddfod has a duty to investigate and act on all reports of bullying, harassment and/or discrimination. The body appreciates that reporting such a case can be difficult and cause embarrassment, and all cases will be treated with care and sensitivity.

Bullying, harassment and/or discrimination is completely unacceptable, and the aggrieved person (or their representative) should be advised to make a formal complaint. The complaint should be in writing, and where possible, should state:

- the name of the alleged offender;
- the nature of the alleged conduct;
- dates and times when the behavior occurred;
- the names of any witnesses to cases of bullying, harassment and/or discrimination;
- steps already taken to stop the alleged behaviour.

The complaint should be sent to the Chief Executive. If the complaint concerns the Chief Executive, the complaint should be directed to the Chair of the Human Resources Committee, or if it concerns a member of the Board it should be sent to the Secretary of the Management Board.

After receiving a complaint, immediate steps should be taken to separate the person responsible for the alleged behaviour. In the case of a member of staff, responsibilities relevant to the complaint should be removed from them, or they should be suspended from work with pay until the complaint has been resolved.

In other cases, and if the complaint refers to the work of a group or committee, the person responsible for the alleged behaviour should be removed from the group or committee until the complaint has been resolved.

The Chief Executive, the Chair of the Human Resources Committee or the Secretary of the Board as appropriate will investigate the allegation by carrying out a thorough investigation as soon as possible, ensuring confidentiality at all times.

Everyone involved in the investigation is expected to respect the need for confidentiality. In the case of a member of staff, failure to do so will be considered misconduct in accordance with the Charity's Disciplinary Policy.

Following the investigation, the Chief Executive, Chair of the Human Resources Committee or the Secretary will consider what further steps should be taken and inform the relevant people of their decision.

In the case of a member of staff, this may mean action in accordance with the formal disciplinary procedure, which could include dismissal.

In the case of everyone else, this can mean the termination of membership of a committee or group, either temporarily or permanently, and / or a ban from attending and participating in the activities of the Eisteddfod.

### **Right to Appeal**

A member of staff who disagrees with the disciplinary decision has the right to appeal against the decision. This is done by contacting the Chair of the Human Resources Committee.

Any other person has the right to appeal against any judgment against them by appealing to the President of the Court.

Date of last review and update by the Eisteddfod Management Board: 10/5/2023