

Clonakilty International Guitar Festival Anti-Bullying Policy

This document has been prepared with reference to the Safe To Create programme (<https://www.safetocreate.ie/about/>) and the Irish Statute's guide to workplace bullying (<https://www.irishstatutebook.ie/eli/2020/si/674/made/en/print>)

CIGF recognises the very serious nature of bullying and the negative impact that it can have on the lives of artist, volunteers and attendees and is therefore fully committed to the following key principles of best practice in preventing and tackling bullying behaviour:

- A positive culture and climate which is welcoming of difference and diversity and is based on inclusivity
- A culture that encourages all to disclose and discuss incidents of bullying behaviour in a non-threatening environment
- Effective leadership
- A shared understanding of what bullying is
- Implementation of education and prevention strategies (including awareness raising measures)
- Supports for staff;
- Consistent recording, investigation and follow up of bullying behaviour (including use of established intervention strategies)
- On-going evaluation of the effectiveness of the anti-bullying policy.

DEFINITION OF BULLYING

Bullying is *repeated* (e.g. Not a once-off incident) inappropriate behaviour that undermines your right to dignity at work; it usually takes place over a period of time. There can be one or more perpetrators, and it can be aimed at an individual, or a group. Examples of bullying include

- Social exclusion and isolation
- Verbal abuse and insults
- Being treated less favourably than colleagues in similar roles
- Belittling a person's opinion
- Spreading malicious rumours
- Gossip or innuendo
- Intrusion – pestering, spying or stalking
- Intimidation and aggressive interactions
- Bullying can be direct or indirect, and can include verbal, physical or cyberbullying. Cyberbullying is bullying that happens online. It can include offensive and abusive messages. It also includes hacking into accounts or spreading rumours online.

Bullying does not include:

- Expressing differences of opinion strongly

- Offering constructive feedback, guidance, or advice about work-related behaviour which is not of itself welcome
- Ordinary performance management

PROCEDURES FOR DEALING WITH BULLYING

CIGF is committed to developing and maintaining a culture of involvement. This entails a proper flow of communication, intolerance of inappropriate behaviour, training of staff on acceptable behaviour or conduct, an open and transparent pattern of relating based on mutual respect and dignity for all.

It is preferable that instances of bullying be dealt with in an informal manner. 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, the complainant should seek help and advice on a confidential basis from a member of the festival team.

The person to whom the complaint is made should be sensitive and non-judgmental and should support the complainant by accompanying them to the relevant person in the CIGF organisation. That relevant person should then raise the issue with the alleged perpetrator(s) in a confidential and non-confrontational manner. It must be remembered that CIGF, at this stage of the process, is dealing with an allegation of harmful behaviour and must adopt a neutral position. In many instances this process, which names and acknowledges inappropriate behaviour and emphasises that it is not acceptable, can result in a mutual understanding and acceptance by both the offending and offended parties, and everyone can move on. 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 results from having made the complaint.

When a formal complaint is being made, the complainant should contact any of the following at the earliest possible moment: • their line manager e.g. director, producer, production manager, company/venue/festival manager, stage manager, CEO, or board chair or board member if the complaint is against the organisation's leader(s) • the employer's HR manager or designated complaints' advisor (where applicable) • another trusted member of the company • an elected Trade Union representative or other workplace relations advisor (for example, the Workplace Relations Commission)

A formal complaint must be made in writing, outlining as much detail as possible regarding the allegation. It should include:

- the nature of the complaint;
- the name of the alleged perpetrator(s)
- the time(s) and date(s) of the alleged offence(s)
- details of witness(es) to the alleged offence(s)
- details of efforts made to deal with the alleged offence
- consequences of the alleged offence on the work of the complainant

- sanctions or negative repercussions since the alleged offence against the complainant
- any other pertinent details.

On receipt of a formal complaint, the employer will assign a member of management or an external investigator, if the employer chooses to appoint one, to investigate the complaint and to ensure that the details of the complaint are fully understood.

This Policy has been adopted by the CIGF board and will be reassessed every 24 months or as required



Kevin McNally Secretary CIGF Nov 2023