

Respectful Workplace Statement



MELBOURNE
RECITAL
CENTRE



At Melbourne Recital Centre, we aim to provide the best possible working environment for all of our team members, the people we work with and anyone who enters our spaces: one that is based on collaboration and respect.

Whether you are an employee, or you work with us as a contractor, artist, technical crew, company owner, board member, producer, promoter, job candidate, function attendee, corporate hirer or volunteer, we expect you to contribute to an environment that upholds these standards when you are at Melbourne Recital Centre or representing Melbourne Recital Centre in any way.

In our industry, our working environment comes in many forms and includes rehearsals, performances, production tours, after parties, conferences and spaces outside work where there is a connection to work, including social media. This Respectful Workplace Statement applies to all these work spaces.

Any form of threatening or aggressive behaviour, bullying, harassment or sexual harassment in our working environment is unacceptable, whether directed at team members, other people we work with or our audiences and visitors.

Team members are also expected to recognise the boundaries between work spaces and non-work social spaces. Any ambiguity between these boundaries must not be exploited.

Each person is responsible for their own behaviour and misconduct may result in disciplinary action including termination of engagement. Conduct that is unlawful may also have legal consequences, even leading to criminal proceedings.

Sexual harassment is unlawful and causes significant harm to those affected by it.

Sexual harassment includes non-consensual or unwelcome sexual behaviour that could be expected to make a person feel offended, humiliated or intimidated.

Sexual harassment can take many forms including unwanted sexual attention, inappropriate jokes/threats, and other unwelcome verbal, written, visual or physical communication or conduct.

When you are working at or representing Melbourne Recital Centre, we expect you to promote a safe, respectful and inclusive work environment by:

- treating others with dignity, courtesy and respect
- respecting cultural, ethnic, religious, gender and sexual orientation differences
- behaving in a professional, fair and courteous manner at all times
- respecting personal boundaries including in the rehearsal room and backstage spaces
- complying strictly with laws, agreements and workplace policies when work requires physical contact or involves nudity, intimacy or violence

- speaking up about inappropriate workplace behaviour, whether it is against you or another person
- maintaining confidentiality when complaints are made or are under investigation.

When you are working at or representing Melbourne Recital Centre, you must not:

- intimidate, abuse or threaten to abuse another person
- physically or sexually assault another person
- sexually harass another person with unwanted, unwelcome or uninvited behaviour
- bully, isolate or humiliate another person
- perform duties under the influence of alcohol or illicit substances
- victimise, threaten or retaliate against someone because they have raised a complaint or are participating in an investigation.

This list is not exhaustive. Inappropriate workplace behaviour takes many forms and will not be tolerated.

We expect all team members to *Know the Line* when working at or representing Melbourne Recital Centre:

- It is never appropriate to demand sexual favours from a colleague.
- It is never appropriate to send overly personal or suggestive or sexually explicit communications to a colleague.
- It is never appropriate to comment in an overly personal or suggestive or sexually explicit way about a colleague's private life or the way they look.
- It is never appropriate to direct insults or taunts of a sexual nature to a colleague.
- It is never appropriate to require a colleague to work in a way or in a place that takes advantage of your relative positions of power or authority- for example, by demanding that work takes place outside a designated work space or outside agreed work time.
- It is never appropriate to initiate unwanted intimate physical contact with a colleague, including kissing, brushing up against someone, touching, fondling or hugging.
- It is never appropriate to ignore an informal or formal report of bullying, sexual misconduct, harassment, or other inappropriate workplace behaviour.
- It is never appropriate to downplay or make light of someone else's concerns of harassment or misconduct.

Reporting inappropriate workplace behaviour can seem daunting but it is **important to speak up** if you have concerns about behaviour or a workplace culture that affects you or others. Speaking up helps create a safe and respectful working environment in which inappropriate behaviour is completely unacceptable and is challenged in the moment or through formal procedures.

If you feel comfortable doing so, **we encourage you to address your concerns with the people involved.** This helps to foster an honest and open work environment and is often the fastest path to resolution.

Otherwise, **to make a report or to seek support**, you can contact

- **a Manager**
- **a Melbourne Recital Centre Human Resources representative**

All reports of inappropriate behaviour that are reported at Melbourne Recital Centre will be swiftly investigated in accordance with Melbourne Recital Centre's policies and relevant legislation and acted upon as appropriate.

You can also contact the Victorian Equal Opportunity and Human Rights Commission's free and confidential enquiry line and dispute resolution service on 1300 292 153 or via humanrightscmission.vic.gov.au