

BULLYING & HARASSMENT POLICY (2025)



INTRODUCTION

NON-ACADEMIC POLICY & PROCEDURE

All students on accredited courses with Fourth Monkey, are expected to adhere to the policies, procedures & regulations of Fourth Monkey.

Staff and Students are responsible in reading and understanding the entirety of the Policy and Procedure.

All current policies, procedures and regulations are available to download from:

> *Fourth Monkey Policies, Procedures & Regulations*

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1. PURPOSE

The aim of this policy is to:

- a. Establish an environment in which harassment, bullying and victimisation are regarded as unacceptable. Individuals should have the confidence to complain about harassment or bullying, in the knowledge that their concerns will be dealt with appropriately and fairly.
- b. Provide guidance, support and the procedures to be followed if anyone in Fourth Monkey feels they are a victim of harassment, bullying or victimisation.

2. SCOPE

This policy applies to:

- a. All students studying at Fourth Monkey.

3. DEFINITIONS

3.1. Bullying

- a. Bullying is the exercise of power over another person through negative acts or behaviours that undermine him/her personally and/or professionally. It is often characterised by inconsistent treatment of people. Bullying can be threatening, insulting, abusive, disparaging or intimidating behaviour; placing inappropriate pressure on the recipient which can affect self-confidence or has the effect of isolating or excluding them. It involves behaviour that is unacceptable to the recipient and creates an intimidating, hostile or offensive environment for employment, study or related social activities. Note that the above use of the term 'exercise of power over another person' does not imply direct workplace authority/seniority of one party over another. Bullying can occur between any parties regardless of whether such a professional relationship exists.
- b. Bullying may consist of a single incident, sporadic events or a continuing process. Behaviour that may appear trivial as a single incident can constitute bullying when repeated. Bullying is not always deliberate; someone may demonstrate bullying behaviour without intending to do so.
- c. Bullying may be by an individual against another individual (perhaps by someone in a position of authority such as a manager or tutor) or groups of people (perhaps a person will act in a bullying manner towards several colleagues). Similarly, a group of people may also be responsible for bullying behaviour towards an individual (for example, if a group of staff members act in a way that leaves an individual feeling isolated or excluded).

3.2. Harassment

- a. Harassment is behaviour that is intended to diminish a person's status or worth, which is unwanted by the recipient and is viewed as offensive, intimidating or hostile.
- b. Harassment can take a variety of different forms ranging from repeatedly ignoring a colleague or subjecting them to unwarranted attention, to intimidation, humiliation, ridicule or offence. Harassment may not be deliberate; someone may harass another person unintentionally.
- c. People in positions of trust and authority and those with a pastoral role have a particular obligation to ensure that they do not use their power to harass other staff or students of Fourth Monkey.
- d. Equality legislation makes harassment on the grounds of a protected characteristic unlawful. This protection includes people who find the behaviours offensive even if it is not directed at them and even if they do not possess the characteristic.

The **Equality Act 2010** offers protection from:

- Unwanted conduct that is related to the protected characteristics of: age; disability; gender reassignment; race; marriage and civil partnership; pregnancy and maternity; religion or belief; sex; sexual orientation and that violates the person's dignity or creates an intimidating, hostile, degrading, humiliating or hostile environment for that person
- Unwanted conduct of a sexual nature (sexual harassment;)
- Less favourable treatment for rejecting/submitting to sexual harassment or harassment related to sex or gender reassignment.
- Harassment that is targeted at an individual or group of individuals based on actual or perceived personal characteristics.

3.3. Sexual Harassment

- a. Sexual Harassment is any form of unwanted conduct of a sexual nature (physical, verbal, non-verbal, in writing, virtually, via social media etc) that offends, upsets, degrades, intimidates or is hostile to the person experiencing it.
- b. Sexual harassment may include but is not limited to:
 - i. unwanted physical conduct including touching, caressing/stroking, pinching, pushing, grabbing;
 - ii. unwelcome sexual advances or suggestive behaviour, either physical or verbal (including written);
 - iii. any of the above behaviours that continue despite it being made clear that they are unwelcome.
- c. A person of any gender can experience sexual harassment from a person of any gender;
- d. Any behaviours that have been welcomed in the past can subsequently become unwelcome.

4. INTERPRETATION

- a. Behaviour which is welcomed and reciprocated is not harassment.
- b. Harassment and bullying are to be distinguished from the vigorous debate which is to be encouraged in a drama school, and from the actions of a course leader or practitioner making reasonable and appropriate (but perhaps unpopular) requests.
- c. The defining features are therefore that the behaviour is both unacceptable to the recipient and unwarranted by the circumstances of the relationship.

5. SUPPORT

- a. Anyone who considers that they may have been the subject of bullying or harassment has the right to be listened to and to be given informed advice on how the matter may be resolved, ideally by someone with whom they feel comfortable.
- b. We will keep information confidential if it has been given in confidence; however, there may be cases where information provided is of a serious nature and we are under an obligation to use this information in order that we fully discharge our duty of care.
- c. Students may seek confidential advice and support at any point if they feel they believe they, or someone they know, are a victim of bullying or harassment.
 - i. Student Welfare & Student Services Department
 - ii. Any member of Executive or Senior Leadership Team
 - iii. Training & Academic Services Officers
 - iv. Course leader or head of skills
 - v. Any member of Training & Academic Services

6. REPORTING

Finding Resolution

- a. If you feel that you have been, or are being, subjected to harassment, bullying or victimisation, you may feel able to take action on your own to make the other person aware of the effect of their behaviour on you.
- b. Before deciding whether to lodge a formal complaint, you should discuss your concerns with a relevant member of staff.
- c. Formal stages are set out in the (Non-academic) Disciplinary Policy.



Informal Resolution

You could have a conversation with, or write to, the other person and explain, as clearly as possible, what it is that you consider unacceptable about their behaviour and ask them to stop behaving in this way. Alternatively, you may wish to raise your concerns directly with the person concerned, face-to-face, if so, you should invite a peer to be present when you are having the conversation.

01

REPORTING

02

Next Steps

Discuss your concerns and informal resolution actions with a relevant member of staff if you do not feel the matter is resolved to help decide whether to lodge a formal complaint or try an informal resolution again.

03

Formal Complaint

Should you feel the matter has not been resolved through informal resolution. Formal stages of complaint are set out in the (Non-academic) Disciplinary Policy and should be followed accordingly.

POLICY MANAGEMENT

POLICY MANAGER

Steve Green, Artistic Director & CEO

POLICY IMPLEMENTED

January 2023

POLICY REVIEW

July 2026

RELATED DOCUMENTS

Student Agreement

Code of Conduct

Disciplinary Policy

POLICY UPDATE

July 2025

Philip Smith, Student Services & Welfare Coordinator