

# Know The Line

Arts Centre Melbourne's Safe Workplace Statement for team members



At Arts Centre Melbourne, 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, person auditioning for a role, function attendee, corporate hirer or volunteer, we expect you to contribute to an environment that upholds these standards when you are at Arts Centre Melbourne or representing Arts Centre Melbourne in some 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 Safe 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 Arts Centre Melbourne, 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 Arts Centre Melbourne, 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 Arts Centre Melbourne.

#### It is never appropriate to:

- demand sexual favours from another person
- send overly personal or suggestive or sexually explicit communications to another person
- comment in an overly personal or suggestive or sexually explicit way about another person's private life or the way they look.
- direct insults or taunts of a sexual nature to another person
- require another person 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
- initiate unwanted intimate physical contact with another person, including kissing, brushing up against someone, touching, fondling or hugging
- ignore an informal or formal report of bullying, sexual misconduct, harassment, or other inappropriate workplace behaviour
- downplay or make light of someone else's concerns of harassment or misconduct

#### The special nature of work in the performing arts is NEVER an excuse to step over the line:

- It is never appropriate to push people to share their personal experiences to deepen the work. If such an experience is shared voluntarily, it must remain confidential and within the trust of the working room.
- Comments or actions made in the development of character or performance must only be explored through mutually agreed safe creative processes.
- Comments or actions made in character or performance must be strictly in accordance with the scripted phrasing and agreed blocking.
- The boundaries between onstage and offstage must always be respected. Comments or actions made in character outside performance or offstage will not be tolerated.
- Where the work or performance involves intimacy, undress or nudity, this must always be approached respectfully and undertaken strictly in accordance with the agreed process or performance approach. Agreed boundaries must be strictly respected, whether on stage, in the dressing room or in other backstage spaces.

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:

- your manager or key contact at your employing organisation
- the contact officer for your employing organisation or for the event you are working on here at Arts Centre Melbourne. Details of this person will be advised to you when you start work at Arts Centre Melbourne.

If you feel unable to make a report through these channels and the matter relates to your work here at Arts Centre Melbourne, you can also make a report or seek support via:

- Arts Centre Melbourne's independent and confidential reporting partner, Your Call. You may choose to remain anonymous or identify yourself only to Your Call, and may report online at any time via yourcall.com.au/report (organisation ID: ACM3004) or 9am – midnight on recognised business days by calling 1300 790 228
- an Arts Centre Melbourne human resources representative at hrassist@artscentremelbourne.com.au.

All reports of inappropriate behaviour that are reported to Arts Centre Melbourne will be swiftly investigated in accordance with Arts Centre Melbourne'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 humanrightscommission.vic.gov.au.