

Bullying and Harassment Policy

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1. Introduction

This Bullying and Harassment Policy (the “Policy”) applies to Productions affiliated with The Walt Disney Company Ltd. in the UK (collectively the “Production”).

The Policy applies to all cast and crew directly employed by the Production and other individuals engaged as loanouts, agency workers, self-employed contractors, consultants, volunteers and those partaking in work experience on the Production (for the purpose of this Policy, collectively referred to as “crew”). The Policy applies to all crew regardless of age, disability, race, ethnicity, religion or belief, sex, gender identity, gender expression or sexual orientation, whether married, in a civil partnership, pregnant or on maternity.

The Policy does not form part of the Production’s Deal Memo or any other contractual terms, and we may amend it at any time.

We endeavour to prevent any kind of harassment or bullying and to ensure that all crew are treated fairly. This Policy is designed to outline what constitutes harassment or bullying and how an individual or the Production can deal with situations as they arise.

2. Scope of policy

The Production does not condone any form of harassment whether it is related to age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation, or bullying of any other kind.

The Production’s aim is to create an environment that is sympathetic to all crew and the Production is committed to ensuring that every member of crew is treated with respect, dignity, fairness and the integrity they deserve.

If a member of crew is concerned about bullying or harassment, they should not hesitate to speak to either their Supervisor¹ (where appropriate) or a member of HR.

Harassment or bullying will be treated as a disciplinary matter and may lead to dismissal.

3. Harassment

Harassment is any unwanted physical, verbal or non-verbal conduct that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. It may be directed at one person or many people. It may be behaviour over a period, or a one-off act. What constitutes harassment is specific to the person(s) involved, relating to their feelings and dignity. It also includes treating someone less favourably because they have submitted or refused to submit to such behaviour in the past.

Harassment may involve conduct of a sexual nature (sexual harassment), or it may be related to age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation. Harassment is unacceptable even if it does not fall within any of these categories.

Harassment may include, for example:

- Unwanted physical conduct or "horseplay", including touching, pinching, pushing and grabbing
- Unwelcome sexual advances or suggestive behaviour (which the harasser may perceive as harmless)
- Offensive e-mails, text messages or social media content
- Mocking, mimicking or belittling a person's disability

A person may be harassed even if they were not the intended "target". For example, a person may be harassed by racist jokes about a different ethnic group if the jokes create an offensive environment.

Crew may complain of behaviour that they find offensive even if the harassment was not actually directed at them or they do not have any protected characteristics.

4. Harassment by a third party

Crew who are being harassed by a third party, e.g. a client or customer, should speak to either their Supervisor (where appropriate) or a member HR and your complaint will be dealt with as set out in this Policy.

5. Victimisation

Victimisation occurs when a person is treated less favourably due to their involvement in specific protected activities related to laws to prevent discrimination and harassment under the Equality Act 2010. This includes taking legal action, giving evidence or information in connection with such legal

¹ For the use of this Policy, the Supervisor is the person you report into regardless of their title.

action, doing any other thing for the purposes of or in connection with the objectives of the laws to prevent discrimination and harassment or alleging that a person has contravened such laws.

Victimisation may include, (but is not limited to):

- Denying someone an opportunity because it is suspected that they intend to make a complaint about discrimination
- Excluding someone because they have raised a grievance about sexual harassment
- Failing to promote someone because they accompanied other crew to a grievance meeting
- Dismissing someone because they gave evidence on behalf of other crew in a complaint about harassment.

Victimisation is unlawful and will not be tolerated. This may lead to disciplinary action up to and including dismissal if committed:

- In a work situation
- During any situation related to work, such as at a social event with crew
- Against other crew or other person connected to us outside of a work situation, including on social media
- Against anyone outside of a work situation where the incident is relevant to your suitability to carry out your role

6. Bullying

Bullying is offensive, intimidating, malicious or insulting behaviour involving the misuse of power that can make a person feel vulnerable, upset, humiliated, undermined or threatened. Power does not always mean being in a position of authority but can include both personal strength and the power to coerce through fear or intimidation.

Bullying can take the form of physical, verbal and non-verbal conduct. Bullying may include, by way of example:

- Physical or psychological threats
- Overbearing and intimidating levels of supervision
- Inappropriate or derogatory remarks about someone's performance

Legitimate, reasonable and constructive criticism of a crew member's performance or behaviour, or reasonable instructions given to crew in the course of their employment or engagement, will not amount to bullying on their own.

7. Steps to take

If you feel that you are being bullied or harassed, you should not hesitate to speak to your Supervisor (if appropriate), a member of HR, or your employer if you are engaged via a third party supplier. You should not suffer in silence.

In all cases you should:

- Where you feel able to raise the problem informally with the person responsible, you can try to sort out the issue with the person(s) involved. You should explain clearly to them that

their behaviour is not welcome or makes you feel uncomfortable. If this is too difficult you should speak to your Supervisor, HR or UPM, who can provide confidential advice and assistance in resolving the issue formally or informally

- Make a written note of the incident(s). Make a note of the date, time and nature of incident(s) and of the name(s) of anyone who may have witnessed this taking place
- If the behaviour continues, an informal approach is not appropriate or has not been successful, you should raise a formal complaint, also known as a grievance. This should be made in writing to HR and where possible, state details of the date, time, nature of the incident, the name(s) of witnesses to the incident and any attempts already made to stop it

8. Complaints

The Production wishes to prevent any kind of harassment or bullying and will respond effectively and efficiently to any complaint made in good faith.

Written complaints of bullying or harassment from Production crew will be dealt with as a grievance where applicable, observing the ACAS code of practice. This will include us investigating the complaints in a timely and confidential manner. The investigation will be conducted by someone with appropriate experience and no prior involvement in the complaint, where possible. Details of the investigation and the names of the person making the complaint, and the person accused must only be disclosed on a "need to know" basis. We will consider whether any steps are necessary to manage any ongoing relationship between you and the person accused during the investigation.

Where appropriate, the Production may take action to temporarily transfer or suspend the alleged harasser or bully. Alternatively, the Production may discuss with you, whether it would be acceptable for you to remain at home on paid leave until the situation is resolved.

Once the investigation is complete, we will inform you of our decision. If you are engaged via a 3rd party, we will confirm the outcome to your employer. If we consider you have been harassed or bullied by a worker or crew member, the matter will be dealt with under the ACAS code of practice as a case of possible misconduct or gross misconduct. If the harasser or bully is a third party such as a customer or other visitor, we will consider what action would be appropriate to deal with the problem. Whether or not your complaint is upheld, we will consider how best to manage any ongoing working relationship between you and the person concerned.

9. Protection and support

Crew who make complaints or who participate in good faith in any investigation must not suffer any form of retaliation or victimisation as a result. Anyone found to have retaliated against or victimised someone in this way will be subject to disciplinary action under the ACAS code of practice.

Steps that the Production may consider may include a decision to separate you and the alleged bully or harasser. This may include a transfer to a different department (usually of the bully or harasser if your complaint is upheld). Alternatively, the Production may take steps to reorganise working practices to minimise contact between you and the alleged harasser or bully.

None of the above will prevent the Production taking appropriate action where, after investigation, someone is found to have raised a complaint, provided information or otherwise acted in bad faith. Such abuse of this Policy may itself be subject to disciplinary action under the ACAS code of practice.

10. Confidentiality

Confidentiality is an important part of this Policy. Every crew member involved in the operation of the Policy, whether making a complaint or involved in any investigation, is responsible for observing the high level of confidentiality that is required.

Breach of confidentiality may give rise to disciplinary action under the ACAS code of practice.

11. Record keeping

Information about a complaint by or about a crew member may be stored as part of the Production's HR records, along with a record of the outcome and any notes or other documents compiled during the process in accordance with the Production's Privacy Notice.