

SEXUAL HARASSMENT HEALTH & SAFETY BRIEFING

This document sets out general guidance and template sexual harassment additions for onsite and electronic health and safety briefings.

GENERAL GUIDANCE FOR HEALTH AND SAFETY BRIEFINGS

Daily in-person Health & Safety (H&S) briefings are commonly used to bring attention to areas of concern in a workplace. They are an important tool for engaging everyone with your H&S policy in a way that brings it into real life rather than an inert policy on a page. They don't have to take long and can be done before every rehearsal or performance or class.

With that in mind, it is to your benefit to tailor your daily briefing to your theatre, venue or workplace, bearing in mind who you are talking to and what specific risk factors are present. This document includes some details in [square brackets] that can be customised for your briefing.

- Using your own conversational tone and language is more effective in engaging listeners, rather than reading off a paper list, which makes the briefing appear as a mere “box ticking” exercise.
- When framing your message, ask yourself who you are talking to? Is this a team of people already familiar with sexual harassment prevention, or will this be new to them? Is this an already-diverse group of people, or are there individuals who may need training about the space they take up or are there individuals who may feel at risk here? Have there been issues with sexual harassment or harmful behaviour previously with any of these people? These questions should not determine whether you include this in your briefing, but simply HOW you include it.
- Prior to starting a rehearsal, class or production, select who the points of contact are for people to bring any concerns to, and ensure those points of contact are aware of what receiving concerns will involve, and outline to everyone who the points of contact are in the briefing. (These may be a stage manager, a director, a head of department or a human resources person for example.)
- Depending on who is at the health and safety briefing, both broad and specific language can be effective. e.g always reference sexual harassment to make it clear that it is not tolerated (broad) and if warranted highlight specific behaviour that has happened in the past as an example; or reference specific types of sexual harassment such as off-hand comments or unwanted advances, to make sure people understand the behaviour that is not okay (specific).
- If the organisation has an expressed set of values or culture then include this in your briefing. You can also provide any tools you are using (such as the wallet trifold cards) when you give the briefing.

LIVE EVENT - ONSITE H&S BRIEFING

Here are some suggested examples to use in an on-site H&S briefing given in person to anyone on the site prior to starting work e.g performers, backstage and technical people, volunteers, students, crew, paid and unpaid staff and visitors. You can choose any of the following options to include in your briefing:

- “We don't tolerate any kind of harassment or bullying on site, including sexual harassment. So don't do it, and if you see something, say something”.
- “Today, we're a family all working towards a common goal of making this event happen. We all deserve to feel safe and good while doing this without the need for any kind of harassment or bullying on site, including sexual harassment. Let's all have a great day and work together.”

- “We don't tolerate any kind of harassment or bullying on-site, sexual or otherwise, and if you feel uncomfortable for any reason, or see something inappropriate, then please bring your concern to “[insert nominated people here]” and your concerns will be taken seriously. Please be good to one another so we can all have a good day and think twice before acting as any unwanted behaviour or language may mean you are asked to leave to ensure everyone else has a good day.

- “Health and safety extends to emotional and sexual safety as well as physical safety. Everyone deserves to do this work feeling respected, supported and safe. Sexual harassment in any form is not acceptable. We’re asking everyone here to embrace a respectful, professional culture on and off site. There is no place for unwelcome touching, sexual advances or coercion, demeaning jokes, overtly sexual or sexist comments, or sharing images of a sexual nature. If you experience or see something inappropriate happening, please speak up. We have a culture in NZ of not making waves, but it doesn't have to be a big speech, it can be as simple as saying “that's not appropriate, keep it professional”. Please see [reference on-site poster] for a definition of sexual harassment. We want to know about any inappropriate behaviour. Today you can talk to [insert nominated people here] if you experience or see any inappropriate behaviour. These contacts are available here [insert details] and please talk to them at any time if you see something out of line. Regardless of who they are, if they're making you feel unsafe, we want to know about it. Sexual harassment is more common when there is an imbalance of power, but the responsibility is with all of us to ensure a safe workplace for everyone – so don't do it and if you see something, say something.”

ELECTRONIC SITE SAFETY INDUCTION

Some venues, theatres and productions and workplaces may also send out an electronic site safety induction prior to anyone entering the site. Below are some suggested examples you could add to your electronic site safety induction:

- All people have a right to work in an environment free of any harassment, bullying, victimisation and discrimination, where all people feel valued and treated equally, without fear of sexual harassment.
- It is important that everyone has an understanding of what sexual harassment before we start working together.
- Everyone has a responsibility to ensure their behaviour is respectful, with consideration for the diversity of the people here.
- We are committed to, and expect everyone to commit to, a work culture that does not tolerate sexual harassment.
- If you feel uncomfortable for any reason, or see something inappropriate, then please bring your concern to [insert dedicated person(s)]. Any concerns raised will be taken seriously.

Based on Soundcheck Aotearoa resource: <https://www.soundcheckaotearoa.co.nz/health-and-safety-briefing>

Also see: <https://screensafe.co.nz/guidelines/onset-verbal-briefing/>