

CAST Reporting Unacceptable Behaviour Policy

Date effective: 1 June 2021

Next Review: 1 June 2022

CAST member companies are committed to providing a **safe, respectful and inclusive workplace**, free of discrimination, bullying and harassment - sexual or otherwise.

This policy applies to everyone in CAST workplaces including performers, crew, staff, guest artists, trainees, contractors, volunteers, work experience students, Board members, workshop participants and associated stakeholder groups, including corporate partners and company donors. Everyone associated with a CAST member company is considered responsible for ensuring that they behave appropriately at all times and for reporting unacceptable behaviour whether personally experienced or witnessed.

Is it safe to speak up?

Often, unacceptable workplace behaviour goes unreported. This may typically be because of a fear of recrimination or a belief that no action will be taken. CAST is committed to taking **all** reports of unacceptable behaviour seriously, treating them confidentially (unless otherwise agreed) and, most importantly, taking appropriate action to stop any unacceptable behaviour from being repeated.

CAST urges everyone associated with CAST companies to please speak out so that any issues may be dealt with at the earliest possible stage.

Who can I talk to if I experience or witness unacceptable behaviour?

If you feel able, you are encouraged to deal with the issue directly in the first instance by talking to the person who has behaved unacceptably in a calm, timely and respectful manner.

If you do not feel able to speak with the individual concerned, or the behaviour has been repeated after you have spoken to them, please raise the issue with any relevant person in a position of authority, with whom you feel comfortable.

For **CAST member employees, trainees or work experience students** this could be your immediate manager, your manager's manager, the Stage Manager, Company Manager, Artistic Director, Director, Producer, Touring Show Director, Executive Director, HR Manager or anyone else in a Board or management position. All grievances will be referred to the HR Manager for advice.

For **workshop participants** (anyone participating in a workshop, training session or similar) this could be your Workshop Coordinator, Education Coordinator or anyone else in a position of authority.

You can also independently source information, support or advice through the following organisations:

- Fair Work Commission: www.fairwork.gov.au
- Media Entertainment and Arts Alliance (MEAA): www.meaa.org
- Centre Against Sexual Assault: www.casa.org.au
- Employee Assistance Program (where accessible)

What will happen next?

All reports of unacceptable behaviour will be referred to the HR Manager and dealt with in a sensitive, professional and timely manner, with reference to the **CAST National Code of Behaviour, CAST Respectful Workplace Policy and CAST Grievance Resolution Procedure**. Upon reporting an issue you will be provided with copies of any relevant policies and procedures, and next steps will be explained to you in detail. At all times your personal health, wellbeing and privacy will be treated as a high priority. The police will be informed of alleged criminal offences.