

Vortex Jazz Club Safer Spaces policy

We are committed to creating a safe and welcoming environment, free from discrimination and harassment, where everyone is treated and treats others with dignity and respect.

We aim to encourage equality and diversity among our staff (both employees and contractors) and volunteers; and to eliminate unlawful discrimination. The aim is for all our staff and volunteers to feel respected and to be able to give their best.

Furthermore, in putting on gigs and in providing goods and/or services and/or facilities, we are also committed to encouraging equality and diversity and eliminating unlawful discrimination whether in respect of performers, audiences or the public generally.

This policy's purpose is to:

- provide equality, fairness and respect for all staff (both employees and contractors), volunteers, performers, audiences and the public generally
- Ensure we do not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation
- oppose and avoid all forms of unlawful discrimination.
- create an environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences are recognised and valued

In particular:

- Any form of physical or verbal aggression to another or others is unacceptable.
- Any form of bullying or harassment is equally unacceptable.
- Bullying is not limited to physical or verbal aggression or intimidation but may take other forms, characterised by offensive, intimidating or manipulative behaviour designed to pressurise or coerce another or others to act in a particular way and/or to enable the perpetrator to “get their own way”.

For more information on what is defined as harassment - https://www.cpahq.org/media/1gyl5xhi/cwp-anti_harassment_guidelines.pdf

Who is this policy for?

This policy applies to but is not limited to: all staff, volunteers, directors, audience members, performers, technical team and contractors.

Where does the policy apply?

The policy applies to all activity which takes place within the Vortex Jazz Club as well as outdoor/offsite events carrying the Vortex name and all communication relating to Vortex activity (this includes but is not limited to email and telephone correspondence by performers, audience members, agents and contractors)

To achieve the aims of this policy we ask everyone using the venue to follow the principles set out in the following Code of Conduct.

Code of Conduct

The Code of Conduct is not an exhaustive list but is the minimum we expect from ourselves and others. We must all:

- **Create a safe environment:** By respecting diversity, supporting equality and by not engaging in discriminatory behaviour or expressing discriminatory opinions. No-one should be discriminated against or treated unfairly on the basis of their age, disability, race, nationality, ethnic background, religion, gender identity, sexual orientation, class, socio-economic background or any other personal characteristic.
- **Take a zero tolerance approach to bullying and harassment:** Any form of bullying, physical, sexual or verbal aggression or harassment of others is unacceptable. Bullying can take many forms including offensive, intimidating or manipulative behaviour designed to pressure or coerce another to act in a particular way. Harassment may also include physical gestures, gossip, slander, pestering, touching, mimicry, coercion or isolation.
- **Take a zero tolerance approach to the use of drugs on the premises**
- **Respect others' experience by keeping noise to a minimum:** We are a live music venue with a listening audience. While the performance is taking place, keep conversation to a minimum.
- **Consume alcohol responsibly:** Know our limits. The effects of alcohol consumption will not excuse inappropriate or harassing behaviour.
- **Respect boundaries:** Be mindful that each person may have different personal and cultural boundaries. Pay attention to verbal and non-verbal cues and respect the wishes of others. Do not take photos/video

of others without their express permission.

- **Be aware of our prejudices and privilege:** Consider what influences our words, opinions and actions and think about who they might harm or exclude.
- **Listen if someone challenges us about our behaviour:** It can be hard to hear that your behaviour is making someone uncomfortable. Don't become defensive - listen, reflect and learn.
- **Report damaging behaviours**

Actions

We will:

- provide guidance and/or training to staff (both employees and contractors) and volunteers about this policy
- display the Vortex Code of Conduct in the office, club space and on our website
- operate in accordance with this policy at all times
- communicate this policy to all stakeholders including it in artist contracts and other partnership agreements
- take seriously complaints of bullying, harassment, victimisation, unlawful discrimination or other breaches of the code of conduct by staff (whether employees or contractors), volunteers, performers, audiences, suppliers, visitors, the public and any others in the course of the organisation's activities.

Action taken may include warning the offender, removing them from the venue, contacting the police, terminating

contracts, signposting to appropriate support organisations and any other form of appropriate action.

Breaches by staff will be dealt with as misconduct. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence

- make decisions concerning employees based on merit (apart from any exemptions and exceptions allowed under the Equality Act)
- review employment practices and procedures when necessary to ensure fairness, and also update them and this policy to take account of changes in the law
- continue to learn reflect and listen both individually and as an organisation
- monitor how this policy is working in practice, reviewing it annually, and considering and taking action to address any issues. The director responsible for taking the lead on implementing and monitoring this policy is Jeremy Hill

Specific provisions relating to performers

Vortex Jazz Club reserves the right to nullify artist contracts should we perceive a potential for reputational risk.

Dated: 31st May 2024