

Bullying & Harassment Policy

1. PURPOSE

This policy sets out our commitment to a working environment that is safe, respectful, and inclusive.

Bullying and harassment are not compatible with how we work. Everyone deserves to be treated with dignity, fairness, and respect.

2. SCOPE

This policy applies to:

- The studio lead.
- Freelancers and collaborators.
- Clients and external partners.
- Any interaction connected to our work.

3. DEFINITION

We define unacceptable behaviour as any conduct that:

- Is offensive, intimidating, humiliating, or abusive.
- Creates a hostile or uncomfortable working environment.
- Undermines, excludes, or devalues another person.
- Persists after being asked to stop.

This can include spoken, written, or digital communication.

4. OUR COMMITMENT

We are committed to:

- Treating everyone with respect and professionalism.
- Encouraging open, honest, and constructive communication.
- Addressing concerns promptly and fairly.
- Taking all reports seriously.

5. EXPECTATIONS

We expect everyone we work with to:

- Communicate respectfully.
- Avoid aggressive, demeaning, or dismissive language.
- Respect boundaries and working relationships.
- Engage constructively, even when there are disagreements.

Challenging conversations are part of creative work, but they should always remain respectful.

6. REPORTING CONCERNS

If someone experiences or witnesses behaviour that feels inappropriate:

- Concerns should be raised as soon as possible.
- Reports will be handled sensitively and confidentially where appropriate.
- The focus will be on understanding what happened and resolving it fairly.

7. RESPONSE TO INCIDENTS

If a concern is raised, we will:

- Listen without judgement.
- Assess the situation fairly.
- Take appropriate action, which may include:
 - Informal resolution and conversation.
 - Setting clear boundaries for future communication.
 - Pausing or ending a working relationship in serious cases.

8. ZERO TOLERANCE FOR SERIOUS MISCONDUCT

We reserve the right to immediately pause or terminate work in cases involving:

- Repeated abusive behaviour.
- Threats or intimidation.
- Discriminatory or harmful language or conduct.
- Any behaviour that compromises safety or well-being.

9. RESPONSIBILITY

- Everyone involved in our work is responsible for maintaining respectful behaviour.
- The studio lead is responsible for upholding this policy and addressing concerns appropriately.

10. COMMITMENT

We believe good creative work happens in environments built on trust, respect, and care.

There is no place for bullying or harassment in the way we work with clients, collaborators, or within the studio itself.

POLICY REVIEW

This policy will be reviewed periodically and may be updated to reflect changes in legislation, best practice, organisational priorities or the way Lil Creative Studio operates.

Last updated June 2026