



# Procedure Plan of the Iceland Symphony Orchestra

**PROCEDURE TO COMBAT BULLYING, GENDER-BASED  
OR SEXUAL HARASSMENT, AND VIOLENCE**

This procedure is based on the Iceland Symphony Orchestra's policy against bullying, gender-based or sexual harassment, and violence in the workplace.

# Procedure Plan

## Iceland Symphony Orchestra

### Initiation of procedure

An incident report/information is received by the party responsible for the procedure – the Director of Human Resources or other designated representative – in accordance with the policy.

- The responsible party asks the reporting party for the following information:
  - a) a description of the alleged behaviour;
  - b) the identity of the alleged perpetrator;
  - c) when and where the incident took place, and who was present.
- The responsible party ensures that all incident reports and information are evaluated by an outside specialist/professional.
- Documentation: The responsible party assesses all information and documents it.

### Informal procedure

If the alleged victim reports an incident and requests confidentiality and/or does not wish to initiate a formal procedure, the outside specialist/professional (with whom the Director of Human Resources is a liaison) shall assess whether this is permissible. The Iceland Symphony Orchestra works with specialists who have knowledge and experience of such circumstances and are competent to assess the situation. Should an outside party determine that not investigating the matter at hand would pose a threat to the Orchestra, the alleged victim will receive professional support. An investigation will then take place.

**If permissible:** No investigation takes place, and the response is limited to providing support to the alleged victim. The identity of the alleged perpetrator is not recorded, and no one other than the responsible party receives any information about the matter.

Support is provided to the alleged victim, and general support measures may be adopted in consultation with the alleged victim.

### Investigation

The responsible party prepares an investigation of whether the accusation is made on reasonable grounds. The responsible party compiles an interview timetable and gathers evidence.

### Interviews

The responsible party engages a specialist to conduct interviews and evaluations; alternatively, the responsible party may conduct the interviews, document them, and obtain assistance in evaluating them.

Interviews with the alleged victim and witnesses: The alleged victim and witnesses are interviewed. The interviews are confidential, and the interviewers may not mention them or discuss the matter at hand with either the alleged victim or the alleged perpetrator.

Interview with the alleged perpetrator: The case is presented to the alleged perpetrator. A summary of information gathered in the interviews, together with other materials, is presented without any conclusion drawn. The alleged perpetrator is asked to provide their own description of the behaviour, time, and place, and whether any other individuals were present. They are then asked to provide any other information they consider relevant.

Based on the interview with the alleged perpetrator, an assessment is made of whether other individuals should be interviewed and whether the interview with the alleged perpetrator calls for follow-up interviews with the alleged victim, other witnesses, and finally, a repeat interview with the alleged perpetrator. The parties to the case are offered the support of a specialist should the process cause them strain or anxiety.

### Assessment

Following the investigation, an assessment is made, and a conclusion drawn. The conclusion is communicated to the alleged victim and alleged perpetrator. The conclusion contains an action plan and timeline for the measures to be taken. The alleged victim and alleged perpetrator are invited to accept the action plan, if applicable, or the measures to be taken are communicated to them as a final decision. →

### Assessment

No bullying, gender-based or sexual harassment, or violence is found to have taken place:

- The action plan contains measures to improve relations.
- Clear messages are communicated about how to improve relations.
- Supervision and follow-up are conducted in accordance with the action plan.
- The alleged perpetrator and alleged victim are informed that the case is considered closed but is being followed up by the responsible party.

Bullying, gender-based or sexual harassment, or violence is found to have taken place:

- The action plan contains a decision about the consequences for the perpetrator:
  - a) a reprimand or dismissal, if appropriate
  - b) a reconciliation process, if applicable, supported by clear messages about how to improve relations, supervision, and follow-up
- Clear messages are communicated about how to improve relations
- Supervision and follow-up are conducted in accordance with the action plan
- The perpetrator and victim are informed that the case is considered closed but is being followed up by the responsible party.

### Follow-up

- Support is provided to the parties involved, and their mental health and general wellbeing is monitored.
- The success of the measures taken in line with the action plan is evaluated.
- This assessment may entail a re-evaluation of measures contained in the action plan and may include a determination of whether there is need for further action; i.e., changes in the parties' work, the organisation of the work, or other matters.

**Incident report/Information received**

**Investigation**

Interviews with the alleged victim, alleged perpetrator, and witnesses, if applicable

**Assessment**

Conclusion communicated to the alleged victim and alleged perpetrator, together with an action plan

**No bullying, harassment, or violence found**

The action plan contains measures to improve relations

**Bullying, harassment, or violence found**

The action plan contains a decision on the consequences for the perpetrator

**Follow-up**

Support for the parties to the case, mental health and general wellbeing are monitored

**Results of measures taken are evaluated**