

December 2018



Dignity at Work Policy

Approved By: The Trust Board

Date Approved: 04/12/18

Adopted by Trust Board on: 04/12/18

Review Frequency: Annual

Rationale:

Horncastle Education Trust is committed to the provision of a healthy, safe and productive working environment for all employees, prospective employees and others working in or visiting any of its school. This policy covers the roles and responsibilities of employees and managers and incorporates a mechanism for confidential reporting (whistle blowing).

In Horncastle Education Trust all members of staff will be:

- Treated without favouritism
- Spoken to with courtesy on all occasions
- Spoken and written about with respect
- Accorded due professional trust
- Given due credit for their achievements
- Consulted about all proposals for changes in their role
- Given adequate time and resources for the successful discharge of their duties
- Provided with appropriate training opportunities
- Accorded respect for their individual personal space
- Able to enjoy a working environment free from exposure to offensive written or graphic material
- Treated with dignity and respect at work and thereby encourage to meet their full potential

1. The Responsibilities of all Members of Staff:

1.1. It is the responsibility of all employees to maintain appropriate standards of behaviour, conduct and dress in the workplace and to ensure that they do not contribute to the creation of a working environment in which affronts to dignity, bullying or harassment are accepted.

1.2. All members of staff are required to:

- Treat colleagues and those with whom they have professional contact with dignity and respect
- Be aware of the effect that their own behaviour and appearance can have on others
- Support colleagues if they experience incidents which affronts their dignity, including bullying and harassment and victimization
- Set a positive example of behaviour and conduct in order to encourage all members of the school community to do the same
- Consider their language and refrain from making hurtful personal comments to or about others
- Challenge unacceptable behaviour; report any incident to their line manager, any senior manager, a school governor or their union representative
- Avoid putting themselves at risk of allegations of abusive or unprofessional conduct

2. The Responsibilities of Managers (including Governors, Trustees and Members)

2.1. Affronts to dignity, bullying and harassment in the workplace will not be tolerated. Any management functions, procedures and discussions will be carried out in a professional manner which does not undermine the dignity of any member of staff.

2.2. It is the responsibility of all managers at every level to prevent, wherever possible, any infringements of people's dignity, including harassment and bullying and to take the appropriate action against such behaviour.

2.3. Managers will:

- Ensure that this policy is communicated to newly appointed members of staff
- Take steps to reinforce the policy at regular intervals and be alert to the possibility of breaches of this policy
- Provide a supportive framework for any member of staff with a complaint made under this policy
- Take prompt action to deal with infringements of dignity, bullying or harassment as soon as these are identified, including disciplinary action where appropriate
- Treat all cases confidentially and consult a senior manager for advice when required
- Keep records of any incident reported or observed

2.4. Infringements of a member of staff's entitlement to dignity at work may be a disciplinary offence or may constitute a grievance. Procedures for dealing with these matters are covered in the Disciplinary Policy or the Grievance Policy. In some cases it may be possible and desirable for the issue to be settled informally through confidential discussion between the parties themselves and with agreed, recorded outcomes.

3. Bullying and Harassment

3.1. Bullying and harassment of an employee or employees by another or others, can take a number of forms. It is not always face-to-face but can involve written material such as emails and text messages.

3.2. The following are examples of behaviour which the Trustees of Horncastle Education Trust considers unacceptable:

- Physical aggression or intimidation
- Practical jokes which serve to embarrass or humiliate
- Verbal abuse, including personal insults, inappropriate stereotyping, offensive comments, taunts, threats, malicious gossip or innuendo
- Abuse of an individual's right to personal privacy or into their private life
- Deliberate exclusion of an employee from normal social or professional contact at the workplace
- Unwelcome sexual advances

3.3. The following are examples of other unacceptable behaviour which may constitute bullying or harassment:

- Humiliation – for example reprimanding an employee in front of others when this could be done in private
- Victimization – for example singling out an employee for criticism
- Intimidation – for example aggressive behaviour or threats directed at an employee
- The persistent placing of excessive demands on employees, for example setting unrealistic work targets
- Instructions or requests to employees to perform inappropriate tasks which are outside the remit of their job description

❖ *Everyone is entitled to work without the fear of mischievous or malicious complaint or allegation; employees found to be making these will be subject to disciplinary procedures.*