

BHASVIC

DIGNITY AT WORK POLICY

1 Policy Statement

- 1.1 The College will promote a working environment that values the contribution made by all members of staff.
- 1.2 Each member of staff is entitled to be treated fairly, consistently and with dignity whilst at work. Dignity in this sense relates to being treated in a calm and controlled manner and with respect. This relates to all forms of communication including email. It is in the best interests both of the College and its members of staff to ensure that this policy is adhered to since failure to do so can result in tension in the workplace, ill-health, low morale, difficult staff relations, poor performance, increased absence and staff turnover, potential litigation.
- 1.3 The College will deal with bullying and harassment and work place stress under the Dignity at Work Policy, Procedures and Guidelines.
- 1.4 The College will not condone bullying or harassing behaviour and any allegations will be treated seriously, confidentially and fairly. The College will always encourage face to face conciliation, however appropriate disciplinary action, including dismissal, will be taken against members of staff both in cases where harassment or bullying has been proved or where allegations have been raised maliciously. However disciplinary action will not be taken if a complaint made in good faith is judged to be unfounded.
- 1.5 The College recognises that some of the causes of stress at work include harassment and bullying, inconsistent managerial style, autocratic management and failure to listen to and take account of staff views.
- 1.6 The College will seek to maintain effective processes for the recognition and management of stress and promote the well being of its staff.
- 1.7 The principles of this policy will also apply if a member of staff feels they are not being treated with dignity by students, parents, visitors, contractors, external agencies and members of the public.
- 1.8 All members of staff have a responsibility in helping to establish the right working environment and to promote dignity at work.

2 Policy scope

- 2.1 This policy applies to all staff at the College, plus any agency/casual staff and any workers at the College who are here on a voluntary basis.
- 2.2 The Dignity at Work Policy, Procedures and Guidelines should be in writing and be clear, known and understood by all College staff.

3 Policy aims

- 3.1 To resolve all claims of bullying and harassment in an appropriate manner.

- 3.2 To maintain effective processes for the recognition and management of stress.
- 3.3 To ensure compliance with relevant employment legislation.
- 3.4 To ensure equality of treatment for all employees.
- 3.5 To support the College's mission statement and uphold its mission and values.

4 Making the Policy Work

4.1 All Staff

- 4.1.1 All members of staff need to help create a climate of cooperation which discourages harassment and bullying and makes it clear that they find such behaviour unacceptable.
- 4.1.2 All members of staff need to have a basic understanding of stress in order to be able to effectively follow the procedures for raising concerns about stress and the sources of advice and support available to them.
- 4.1.3 All members of staff should contribute to maintaining good working relationships and therefore help foster a culture of dignity at work. Whilst being encouraged to raise any concerns they may have, staff should understand that many management activities, such as instigating disciplinary proceedings, monitoring performance, dealing with attendance issues, changing deadlines and priorities and responding to college initiatives do not, if handled reasonably, constitute harassment or bullying.
- 4.1.4 Further information is attached on the procedures for dealing with harassment and bullying. There are also guidelines for managers and members of staff on harassment and bullying and understanding and dealing with stress at work.

4.2 Managers

- 4.2.1 Managers are responsible for the implementation of this policy, procedures and guidelines with their staff; and the College is responsible for providing managers with the necessary resources and training.
- 4.2.2 It falls, in particular, on College managers to set the standards and do all they can to ensure that all staff and potential staff are treated fairly and are given the support and respect they need to do their jobs. They should:
 - Ensure that members of staff are aware of this policy and the procedures and guidelines and that they are referred to when appropriate, in discussions during the induction process and at probation and PDR reviews;
 - Implement the policy within their areas of responsibility and provide appropriate awareness and direction on the key issues;
 - Always seek advice and guidance from the Personnel Manager or the relevant member of the Senior Management Team when in any doubt about the implementation of this policy.

- Ensure that all members of staff are aware of the advice and support available via the Personnel Manager, Equality and Diversity Officer and related services such as the Counselling Network available through East Sussex County Council (telephone number available in the Staff Handbook).

5. Monitoring and review of policy and procedures

- 5.1 The Personnel Department will advise on all matters related to Dignity at Work and where necessary will intervene to ensure that the policy and procedures are followed.
- 5.2 The policy and procedures will be reviewed every three years to ensure currency.
- 5.3 Where necessary, the policy, procedures and guidelines will be reviewed more frequently to ensure compliance with legislation.
- 5.4 The Joint Union Management Consultative Group (JUMCoG) will review the application of the policy, procedures and guidelines on an annual basis.

6. Related documents

Other College policies and procedures, which help support dignity at work and a good working environment, include:

- Disciplinary (Misconduct and Capability) Policy and Procedures
- Whistle Blowing Policy
- Staff Code of Conduct
- Grievance Policy
- Equality and Diversity Policy
- Race Equality Policy
- Complaints Procedure
- Health & Safety Policy
- Absence Management Policy and Procedures
- Flexible Working Policy
- Use of email Policy
- PDR Policy

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