



## **CESHIRE WEST AND CHESTER COUNCIL**

### **SCHOOLS HUMAN RESOURCES**

#### **MODEL SCHOOLS DIGNITY AT WORK POLICY**

##### **1. Introduction**

- 1.1. All employees have the right to work in an environment where they are treated with dignity and respect.
- 1.2. It is recognised that stress, loss of self-confidence and self-esteem caused by harassment or bullying can lead to job insecurity, illness, absence from work, and even resignation. Almost always job performance is affected and relations in the workplace suffer.

##### **2. Aims/Principles**

NAME OF SCHOOL is committed to the development and promotion of a positive workplace culture that is free from harassment and bullying and aims to ensure that any allegation of harassment or bullying at work is taken seriously and is dealt with appropriately.

##### **3. Scope/Application**

- 3.1 This Policy applies to staff.

##### **4. Policy**

- 4.1. (NAMEOF SCHOOL) is committed to ensuring that any form of harassment is dealt with both sensitively and speedily.
- 4.2. We aim to ensure that by demonstrating our commitment through adoption of this policy that any employee who feels that they are being bullied or harassed will feel safe to report the situation without fear of criticism or victimisation.
- 4.3. The Headteacher and other managers may at times be required to make unpopular decisions, give difficult messages or instructions that may not be welcomed by all employees or with which they may not agree. This is not harassment or bullying. In all circumstances the headteacher or other manager will communicate in a sensitive and appropriate manner.
- 4.4. We are committed to dealing with incidences of bullying or harassment sensitively and, where possible, in accordance with the wishes of the person who feels bullied or harassed.
- 4.5. It is recognised that complaints of bullying or harassment by a manager or the Headteacher involve particular sensitivities and challenges for both the

employee who feels bullied and the manager against whom the allegation has been made.

- 4.6. All employees, including managers, have a personal responsibility not to harass or bully other members of staff, or to condone harassment or bullying by others. Employees should be aware that they could be personally liable at law if they harass anyone at work.
- 4.7. Formal action may be taken under the disciplinary procedure against any employee who has been found to have bullied or harassed any of their colleagues.
- 4.8. If a complaint is proven to be malicious, disciplinary action may be taken against the complainant.

## **5. Definitions**

- 5.1. Harassment is unwanted conduct affecting the dignity of men and women in the workplace. It may be related to age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race and ethnic origin, religion and belief, sex, sexual orientation, and any other personal characteristic of the individual, and may be persistent or an isolated incident. The key is that the actions or comments are viewed as demeaning and unacceptable to the recipient. It may be a one off incident or a more systematic pattern of behavior.
- 5.2. Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.
- 5.3. Bullying or harassment may be by an individual against an individual or involve groups of people. It may be obvious or it may be insidious.
- 5.4. Examples of bullying/harassment include:
  - Spreading malicious rumors, or insulting someone by word or behavior
  - Ridiculing or demeaning someone, exclusion or victimisation, unfair treatment
  - Overbearing supervision or other misuse of power or position
  - Unwelcome sexual advances
  - Making threats or comments about job security without foundation
  - Deliberately undermining a worker by overloading and constant criticism or preventing individuals progressing by intentionally blocking promotion or training opportunities.
- 5.6 Any reference to Manager within the Dignity at Work Policy and Procedure will be taken to mean the Chair of Governors where the Headteacher is the subject of the complaint.

## **6. Equality Act 2010**

- 6.1 In accordance with its Public Sector Equality Duty, the Governing Body of \_\_\_\_\_ School has given due regard to equality considerations in adopting this policy/procedure and is satisfied that its application will not impact adversely on members of staff who have a protected characteristic (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation) within the meaning of the Equality Act 2010.

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<b>1</b>	<b>April 2013</b>	<b>School HR</b>	<b>April 2013</b>