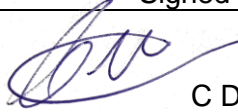




# Totton & Eling Community Association Dignity at Work Policy

## 1. Dignity at Work Policy

Version	Action	Date	Signed
VERSION 01	Issued	7/11/2021	 C D Compton
	Authorised		

## 2. Introduction

This policy sets out the procedure to be followed by Totton & Eling Community Association in resolving matters related to the harassment and bullying of all individuals involved.

This Policy should be read in conjunction with the 'Zero Tolerance Policy'.

This policy applies to Trustees, paid staff and volunteers. Everyone in the organisation has the right to be treated with dignity and to be protected from harassment and bullying, and the spirit of the policy should be applied to anyone one feels they are being harassed.

This policy does not apply to members of the public who should use the Complaints Procedure and is separate from the grievance and disciplinary policies.

## 3. Aim of the policy

- To maintain a working environment that is free from all forms of harassment and bullying, and maintain the rights of individuals to be treated with dignity at work; and
- To define what is meant by harassment and bullying behaviour and to set out a clear, fair and accessible process that allows for the resolution of issues as rapidly, effectively and confidentially as possible.

## 4. Statement of intent

Totton & Eling Community Association is committed to the promotion of fairness and equity in the working environment. Harassment and bullying are recognised as forms of discrimination and as such will not be tolerated.

All individuals in the workplace have the right to be treated with dignity and respect. It is everyone's responsibility to challenge all forms of harassment and bullying and it is everyone's responsibility to protect the right of individuals to be treated with respect.

The Trustees seek to develop an environment that supports individuals facing or challenging unacceptable behaviour and give them the confidence to confront this behaviour without fear of ridicule or reprisal.



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## 5. Defining harassment & bullying

### 5.1 Harassment

There is no single, simple definition of harassment. It can take a variety of forms and may be directed at an individual or a group. The harassment of individuals and groups is often related to groups in society that may be identified as being different, in the minority or lacking in power.

Harassment describes any behaviour that makes the recipient feel isolated, threatened, humiliated, undermined or reduced in dignity or respect. This policy covers all forms of harassment, victimisation and discrimination including, but not exclusive to, racial, sexual, sexual orientation, age, religion or belief, political affiliation and disability or any other group or individual with protected rights and characteristics defined by the 2010 Equality Act. It also includes bullying and other inappropriate behaviour which leads to the detriment of others.

#### 5.1.2 Examples of personal harassment

Personal harassment takes many forms and individuals may not always realise that their behaviour constitutes harassment. Personal harassment is unwanted behaviour by one person towards another and examples of harassment include:

- Insensitive jokes and pranks;
- Lewd or abusive comments about appearance;
- Deliberate exclusion from conversations;
- Displaying abusive or offensive writing or material;
- Unwelcome touching; and
- Abusive, threatening or insulting words or behaviour.

These examples are not exhaustive and disciplinary action at the appropriate level will be taken against anyone committing any form of personal harassment.

### 5.2 Bullying

This is a particular form of harassment. It is offensive, persistent, abusive, intimidating, malicious or insulting behaviour. It is the abuse of power or the use of unfair sanctions which make the recipient feel upset, threatened, humiliated or vulnerable which undermines their self-confidence and which may cause them to suffer stress.

Examples of harassing, victimising or bullying behaviour include: unwanted physical contact, violence, verbally aggressive behaviour, isolating and being unnecessarily uncooperative towards individuals, social exclusion in the workplace or at organised social activities, obscene gestures, graffiti, personal intrusion such as pestering or stalking.

It also includes verbal and written harassment using offensive or insulting language, inappropriate jokes, name calling, gossip, slander and letters and coercion of any kind, unjustified persistent criticism, shouting, making threats, unjustified removal of responsibility and allocation to 'lesser' tasks, withholding information, persistently and unjustifiably ignoring views and suggestions.



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## 6. The law

The Trustees are responsible for the welfare of everyone in the organisation. As an employer, the Trustees have a responsibility to resolve issues relating to the dignity of employees in the workplace.

Employees who leave employment as the result of alleged harassment could bring a claim of breach of contract, constructive dismissal or unfair dismissal against their employer. If an employee suffers psychological damage as a result of bullying or harassment, he/she could also be able to bring a claim for damages.

## 7. Managerial responsibility

The Trustees, staff, volunteers and others responsible for individuals involved in the organisation must understand the policy and accept responsibility for implementing it.

It is their responsibility to:

- ensure that staff for whom they are responsible understand the policy and the principles behind it;
- create a working environment in which dignity at work is actively promoted;
- ensure compliance even if there is no complaint e.g. remove a display of offensive material;
- use the policy to deal with any complaint of harassment or bullying brought to their attention;
- ensure that complaints are resolved as swiftly and confidentially as possible with the least disruption and the complainant and respondent have access to support before, during and after complaints are investigated;
- ensure that by their own positive behaviour they lead by example and they are sensitive to how others might perceive their behavior;
- if possible, resolve the problem informally

## 8. Harassment by third parties on Staff and Volunteers

Trustees and Employees of the Totton & Eling Community Association will take steps to protect staff and volunteers in situations where they experience repetitive harassment, of a sexual or other nature, by third parties, for example service users, suppliers, members of the public. Where this occurs, the individual must report it immediately to their manager or a trustee who will deal with all complaints.