

Dignity at Work Policy

Date Published	June 2016
Version	1
Last Approved Date	June 2022
Review Cycle	Triennial
Review Date	June 2025

2. Effects of Harassment/Bullying

- 2.1 Harassment/bullying is a serious problem which has often been dismissed as individuals being over sensitive. The sufferer may feel humiliated and unable to face the harasser. Typical reactions include embarrassment and a misplaced sense of personal guilt.
- 2.2 An individual may find it difficult to tackle the harasser/bully themselves, for fear of not being believed. The resultant pressure can affect a person's health, work performance, promotion and job prospects.
- 2.3 For the employer, harassment/bullying can result in increased levels of absence, lost productivity, resignations, damage to the Hfi ght'fc'U' Vcbghri YbhgWcc'OL reputation, tribunal/court cases and payment of potentially unlimited compensation.

3. Occupational health

- 3.1

5. Aims

5.1 The Policy aims to:

Ensure the dignity at work of all employees;
Respect and value differences;
Ensure that all employees are aware of the types of behaviour which may constitute harassment and bullying;
Identify individual responsibilities in preventing such behaviour;
Provide procedures which enable complaints to be investigated promptly and appropriately, within agreed time limits, and ensure that effective action is taken to prevent a recurrence;
Provide procedures which recognise the sensitivity of the issues raised;
Provide a working environment in which employees feel confident to bring forward complaints of harassment and bullying without fear of victimisation;
Enhance the HfI group's compliance with its legal obligations and policy commitments in relation to equal opportunities;
Provide access to mediation in appropriate circumstances;
Give access to counselling where sought;
Provide appropriate training and guidance for all individuals involved in the handling of harassment and bullying complaints.

6. Individual Responsibilities

6.1 The Trust Commitment

To accept its legal responsibility to deal with harassment at work and to provide an environment free from all forms of harassment and bullying; and
To provide guidance and support to those responsible for dealing with complaints of harassment and bullying

6.2 Trust Management, School Leaders and Supervisors

To be responsible for promoting a positive working environment and for preventing harassment at work by:

- Ensuring that through their own actions or inactions, remarks or other behaviour, they do not conduct themselves in a manner which may reasonably be perceived by other employees as bullying or harassment;
- Ensuring that workplace arrangements and practices foster good working relations and behaviour and do not allow scope for harassment or bullying; and
- Implementing the procedure consistently and fairly.

6.3 Employees

To treat their colleagues, pupils and families with dignity and respect and take responsibility for their behaviour, in accordance with this policy and the law;

Not to harass/bully any other member of staff and to discourage any forms of harassment/bullying;

To support colleagues who are being harassed or bullied.

6.4 Trade Unions

To support the Trust in its efforts to provide a working environment free from harassment and bullying;

To help inform the workforce of the policy and to encourage employees who may have a problem to use the procedure available to them;

To advise members accordingly in cases where they appear to be making malicious claims;

To advise members of their rights and responsibilities under the policy and to represent members as and when appropriate.

7. Legal Action

- 7.1 Where harassment or bullying takes place this may constitute a criminal offence. If pursued, the complainant who has suffered harassment may take legal action against the harasser.

11.3

13.1 The nature of the harassment/bullying will influence whether an attempt at informal resolution, agreement, or mediation is appropriate. In most circumstances, informal measures should be encouraged in most circumstances.

13.2 Formal action may be appropriate when:

- The harassment/bullying is too serious to be open to informal resolution
- The harassment/bullying persists after informal attempts at resolution
- The person complaining of harassment/bullying prefers to use the formal procedure.

13.3 Where formal action is deemed appropriate the complainant should submit their complaint, in writing, in accordance with the Trust's Grievance Procedure. The complaint should give:

- The name of the alleged harasser(s)
- The nature of the problem
- The dates of any incidents
- Details of any informal action taken.

13.4 An employee may ask a union representative or other officer to submit a written complaint on their behalf. In the case of another employee, the complainant must clearly authorise that individual to act in that capacity.

13.5 The Headteacher receiving the complaint should formally acknowledge receipt of the complaint within 10 working days. Where the complaint is about the Headteacher, the Trust Chief Executive Officer should be sent a copy of the complaint.

13.6 Following receipt of the complaint, the Headteacher will convene an investigation panel. The panel will be convened within 10 working days of receipt of the complaint.

be taken to ensure that the panel composition is sensitive to the nature of the complaint.

- 13.8 The alleged bully/harasser should be informed in writing of the nature of the allegation made against them and given the opportunity to respond. Where appropriate, action may be taken to separate the complainant and the alleged harasser in the workplace during the investigation. Dependent on the nature of the allegation the alleged harasser may be suspended on full pay in accordance with the provisions of the Hfi ghd Disciplinary Procedure. When considering the separation of the alleged harasser and victim, account will be taken of any potential claim of victimisation as a result of such a move.
- 13.9 Both the complainant and the alleged harasser are entitled to representation by a work colleague or Trade Union representative throughout the procedure.
- 13.10 The Investigating Officer will submit a report of the findings of the investigation to the <YUXHYUWXYf'cf'h\Y'Hfi ghD; 7\JYZ9I YW hjj Y'CZZWf, as appropriate who will then consider whether further action(s) is necessary. On receipt of the report it is expected that the Headteacher/CEO will make a decision and hold separate meetings with the complainant and the alleged harasser ASAP.
- 13.11 If at the end of the investigation, it is decided that harassment may have occurred, a disciplinary hearing will be convened as soon as is reasonably practicable in accordance with the Hfi ghd Disciplinary Procedure.
- 13.12 Where the complaint is not upheld no record of the investigation will be kept on the alleged harasser's personal file.

14. Appeals Process

- 14.1 Where the complaint is not upheld, the complainant has the right to appeal against the decision within 7 calendar days of receipt of the decision. The appeal should be in accordance with the Hfi ghD; fJYj UbWV Procedure.

Appendix A- Bullying & Harassment Definitions

Differences of attitude and culture and the misinterpretation of social signals can

Posting offset 72.024 7805(iv)-291.014

	<p>unintentional or subtle and insidious. It may involve nicknames, teasing, name calling or other behaviour which may not be intended to be malicious. It may be about the religion or belief of those with whom the individual associates. It may not be targeted at an individual(s) but consist of a general culture which, for instance, appears to tolerate the telling of religious jokes.</p>
--	---

Bullying

Bullying can be described as the use of oppressive behaviour or the abuse of power, which makes the recipient feel threatened, humiliated or vulnerable, and which may undermine their self-confidence.

Examples include:

Malicious rumours and allegations, including fabricating complaints from clients and other members of staff

Open aggression, threats, shouting, abuse and obscenities, persistent negative attacks

Sending aggressive emails (avoid CAPITALS it makes you look like you are shouting!).

Humiliation, criticism and ridicule, belittling efforts and undervaluing contribution

Withholding information or training with the intent of deliberately affecting a colleague's performance

Picking on one person when there is a common problem

Ostracising, isolating and marginalising an individual, excluding the person from any discussion or decision making

Removing areas of responsibility, reducing work to menial, routine tasks

Insulting or offensive remarks made about your appearance, lifestyle, habits or attitudes

Imposing inappropriate tasks

Repeatedly interrupting someone else because you feel what you have to say is more important

Using appraisals or peer reviews to take out the frustration you feel about someone who irritates you.

Making jokes about someone in front of others with intent to isolate them from the group, or excluding them from social gatherings