

Sonning Common

Primary School

**POLICY
STATEMENT
ON
DIGNITY AT WORK**

**POLICY No. 67 Version 1
Spring 2007**



Dignity at Work

1. The School Governors are committed to the provision of a healthy, safe and productive working environment for all employees, prospective employees and others working in or visiting Sonning Common Primary School.
2. **Employees** 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, promotion and leave 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 be encouraged to meet their full potential.
3. **Employees** will maintain standards of behaviour in the workplace by setting a positive example to colleagues, treating colleagues with dignity and respect and supporting them if they experience bullying, harassment or victimisation.
4. **Managerial functions** will be carried out in a professional manner which does not undermine the dignity of employees.
5. To carry out their role **managers** will:
 - Issue instructions to employees
 - Set and monitor work-related targets and objectives with employees.
 - Set and monitor standards of workplace performance and behaviour for employees.

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- Manage performance, including addressing poor performance or unacceptable behaviour on the part of employees, using the school's agreed procedures.

6. **Managers and governors** will:

Ensure that this policy is communicated to newly appointed employees during their induction and is reinforced at regular intervals.

- Correct any behaviour which could be seen as contrary to this policy and remind employees of the policy when appropriate.
- Provide a supportive framework for any employee with a complaint made under this policy.
- Take prompt action to deal with infringements of dignity, bullying or harassment, including disciplinary action where appropriate.
- Treat all cases of inappropriate behaviour confidentially and consult a senior manager or Human Resources Officer for advice when required.
- Given the severity of the effect of bullying and harassment, it may be appropriate to continue with an investigation or disciplinary process even when the allegation has been withdrawn by an employee
- Ensure that appropriate records are kept of any incident reported or observed.

7. **Bullying and harassment** of one or more employee by another or others can be face-to-face and can involve written material, such as e-mails. The Governors consider the following unacceptable:

- Physical aggression or intimidation
- Practical jokes which 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 such as intrusion into another employee's personal property or private life. (This may also be a breach of the Data Protection Act 1998)
- Deliberate exclusion of an employee from normal social or professional contact at the work place
- Unwelcome sexual advances.
- Discrimination because of race, colour, nationality, ethnicity or national origins, religion or gender.
- Humiliation – e.g. reprimanding an employee publicly.
- Victimization - singling out an employee for criticism
- Intimidation - aggressive behaviour or threats directed at an employee
- The placing of excessive demands on employees; setting of unrealistic work targets or objectives; changing of targets or objectives without good reason.
- Instructions or requests to employees to perform inappropriate tasks which are outside the remit of their job.
- Bullying or harassment because of age or personal characteristics.

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8. In some cases of infringement of dignity it may be possible and desirable for the issue to be settled **informally**. This may be possible by confidential discussion between the parties themselves with agreed recorded outcomes.
9. If informal resolution fails, the issue may have to be dealt with **formally** through the **Disciplinary Procedure**.
10. If employees are not satisfied that a complaint has been dealt with speedily and effectively under this procedure they should use the School's **Grievance Procedure**.

This policy is based on the Dignity at Work document agreed between the Council of Oxon Teachers' Organisations and Oxfordshire LEA issued in January 2005.

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AMENDMENT SHEET FOR ALL POLICY STATEMENTS

POLICY ON DIGNITY AT WORK
POLICY NUMBER 67

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