



Great Chart with Singleton Parish Council

Dignity at Work Policy

Introduction

Great Chart with Singleton Parish Council is committed to providing a working environment that is free from all forms of discrimination, harassment, bullying, and other inappropriate behaviours. This Dignity at Work Policy outlines our commitment to fostering a respectful, inclusive, and supportive workplace culture for all employees, contractors, clients, and visitors.

Scope

This policy applies to all individuals associated with Great Chart with Singleton Parish Council, including but not limited to employees (both full-time and part-time), contractors, consultants, agency workers, temporary staff, clients, and visitors.

Definitions

3.1 Harassment: Unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment for them. Harassment may be based on a protected characteristic under the Equality Act 2010 (e.g., race, gender, age, religion, disability, sexual orientation).

3.2 Bullying: Repeated, unreasonable behaviour directed towards an individual or a group that may cause physical or psychological harm, distress, or exclusion.

3.3 Discrimination: Treating an individual unfairly or less favourably due to a protected characteristic under the Equality Act 2010.

Prohibited Behaviours

The following behaviours are strictly prohibited at Great Chart with Singleton Parish Council:

4.1 Harassment and Bullying: Any form of verbal, non-verbal, visual, or written conduct that may be perceived as unwanted, unwelcome, offensive, or intimidating.

4.2 Discrimination: Treating individuals differently or unfairly based on their race, colour, nationality, gender, age, religion, disability, sexual orientation, or any other protected characteristic.

4.3 Retaliation: Taking adverse action against an individual who has reported or supported a complaint of harassment, bullying, or discrimination.

Reporting Procedure

5.1 If you believe you have experienced or witnessed any behaviour that violates this policy, you are encouraged to report it promptly.

5.2 Reports can be made to your immediate supervisor/manager, or through the Staffing Committee chair.

5.3 We assure you that all reports will be treated seriously, sensitively, and confidentially. There will be no retaliation against anyone who makes a good faith report.

Investigation Process

6.1 All reports will be promptly and thoroughly investigated by impartial parties.

6.2 Investigations will be conducted confidentially, with due respect for the privacy of all individuals involved.

6.3 Appropriate actions will be taken in response to substantiated complaints, ranging from counselling and training to disciplinary measures, in accordance with the council's policies and procedures.

Support and Resources

We are committed to providing support to those who experience or witness inappropriate behaviour. Support resources may include counselling services, employee assistance programs, and access to external support organisations.

Responsibility

Every individual at Great Chart with Singleton Parish Council is responsible for upholding and promoting the principles of this Dignity at Work Policy. The Parish Council is responsible for setting a positive example and promptly addressing any concerns brought to their attention.

Training and Awareness

Great Chart with Singleton Parish Council will provide regular training and awareness programs to all employees to ensure they understand their rights, responsibilities, and the importance of a respectful workplace culture.

Review and Update

This Dignity at Work Policy will be regularly reviewed and updated to ensure it remains relevant, effective, and aligned with legal requirements and best practices.

By implementing and adhering to this policy, Great Chart with Singleton Parish Council aims to create a harmonious and respectful working environment that fosters the professional growth and well-being of all individuals.

Date of Policy Approval: 11 September 2023

Great Chart with Singleton Parish Council