



DIGNITY AT WORK POLICY

POLICY NO. 43

Date Reviewed:	March 2024
Date of Next Review:	March 2029
Regulatory Standards of Governance and Financial Management	<p>Regulatory Standard 2</p> <p>The RSL is open about and accountable for what it does. It understands and takes account of the needs and priorities of its tenants, service users and stakeholders. And its primary focus is the sustainable achievement of these priorities.</p> <p>Regulatory Standard 5</p> <p>The RSL conducts its affairs with honesty and integrity.</p>

INTRODUCTION

Glen Housing Association is committed to providing a working environment which is free from harassment, bullying and intimidation of any nature. Every employee, governing body member, agency worker, contractor, and consultant of Glen Housing Association has a responsibility to treat all colleagues with dignity and respect, regardless of any personal characteristics. Under legislation there are certain characteristics protected from the area of harassment, Glen Housing Association will acknowledge these and also extend the protection to all within Glen Housing Association. The terms bullying and harassment will be used throughout this policy to mean dignity at work.

This policy should be read in conjunction with the Association's Terms & Conditions of Employment, section B3 Dignity at Work

1. BACKGROUND

The definitions concerning some of the terminology used within the scope of dignity at work have changed over the years. Most recently the Equality Act 2010 provided a legal definition of harassment but there is still no current legal definition of bullying. However, ACAS provides a definition which is widely recognised as being best practice.

2. LEGAL FRAMEWORK

Harassment is the only term relating to this policy that is covered under legislation in the Equality Act 2010; however, there are a number of legal principles contained in the following legal documents that will apply as follows:

- The Equality Act 2010
- Breach of contract – usually breach of the implied term that an employer will provide support to employees to ensure that they can carry out their job without harassment and disruption from colleagues.
- The common law position to take care of the safety of workers.
- Employment Rights Act 1996 – constructive and unfair dismissal.
- Personal Injury protection including the duty to take care of workers arising out of the law of Tort.
- Health & Safety at Work Act 1974.
- Trade Union and Labour Relations (consolidation) Act 1992 dealing with specific types of intimidation.
- Protection for Whistleblowers under the Public Interest Disclosure Act 1998.
- Criminal Justice and Public Order Act 1994.

3. DEFINITIONS

- 3.1 Harassment:** unwanted conduct related to a relevant protected characteristic which has the purpose or effect of violating an individual's dignity or creating an

intimidating, hostile, degrading, humiliating or offensive environment for that individual. Glen Housing Association will extend this definition to include all, and will not be restricted to those identified as having a protected characteristic.

- 3.2 Bullying:** Offensive, intimidating, malicious or insulting behaviour; an abuse or misuse of power that undermines, humiliates, or causes physical or emotional harm to someone.
- 3.3 Protected Characteristics:** The legal grounds in which discrimination claims can be made; i.e. age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion or belief, sex, sexual orientation.

4. POLICY PRINCIPLES

The Dignity at Work Policy aims to:

- Ensure integration of diversity into all aspects of Glen Housing Association's business.
- Ensure that all employees, governing body members, agency workers, contractors, and consultants are treated with respect and dignity from each other and members of the public.
- Ensure that all employees, governing body members, agency workers, contractors, and consultants respect the differences within the community they serve and treat customers and members of the public accordingly.
- Provide a working environment where all backgrounds, cultures, values and lifestyles are respected and treated with dignity at all times.

5. IMPLEMENTATION OF POLICY

- 5.1** The Director is responsible for the implementation and review of this policy.
- 5.2** Glen Housing Association will ensure that all new employees, governing body members, agency workers, contractors, and consultants will receive an induction on this policy. The policy will be integrated into all relevant policies and procedures within Glen Housing Association.
- 5.3** Copies of this policy will be issued to all employees, governing body members, agency workers, contractors, and consultants, and will be available to all who request it.
- 5.4** This policy applies to all employees, governing body members, agency workers, contractors, and consultants of Glen Housing Association and therefore all mentioned parties have a responsibility to abide by the principles outlined above and also alert their line manager (or equivalent), should any behaviours be witnessed which breach this policy.

- 5.5** Unacceptable behaviour and practices will not be tolerated; if or when a situation arises it will be dealt with immediately, as inaction is not an option. Behaviours found to be breaching this policy will be regarded as misconduct and will be dealt with appropriately and in accordance with the relevant policies, including code of conduct and disciplinary.

6. PROCEDURE IN DEALING WITH BREACHES OF DIGNITY & RESPECT

This procedure is complemented by Glen Housing Association's Equality & Diversity Policy and Disciplinary & Grievance procedures.

Staff:

Where an employee feels that they have not been treated with dignity & respect at work, there are a number of ways in which this can be addressed.

6.1 Informal Stage

Where possible, breaches of this policy should be dealt with informally in the first instance. In many cases inappropriate behaviours are unintentional and can easily be resolved once the behaviour has been highlighted. This is often the most efficient way to maintain positive working relations.

In managing the issue informally, employees should in the first instance alert their line manager to the behaviour, thereafter the employee should be encouraged by the line manager and with their support, approach the individual and highlight what behaviour has been offensive. Should the employee be uncomfortable with this, then the line manager should approach the individual and have the same discussion. A note should then be put on file of the person who has displayed the inappropriate behaviour and the individual that raised the issue.

6.2 Formal Stage

If the behaviour is of a more serious nature or it continues after the informal approach has been taken, then the issue should be dealt with by mirroring Glen Housing Association's grievance procedure.

- 6.3** Where action is required against another staff member this will follow the Association's disciplinary procedures. Where action is taken regarding a member of staff other than the person who raised the complaint, the complainant will not be informed of any action taken against other individuals.

7. GOVERNING BODY MEMBERS, AGENCY WORKERS, CONTRACTORS AND CONSULTANTS OR MEMBER OF THE PUBLIC

Where a governing body member, agency worker, contractor, consultant and/or member of the public feels that behaviours towards them have

breached the principles of this policy, they have a responsibility to inform the Director of the Association of this as soon as reasonably practical. The complaint will be investigated appropriately and dealt with in accordance with the relevant policies and procedures

8. INDIVIDUALS FOUND TO BE IN BREACH OF THE PRINCIPLES OF THIS POLICY

Where individuals are found to be in breach of this policy, whether that be an employee, governing body member, agency worker, contractor, and/or consultant, this will be dealt with in accordance with Glen Housing Association's code of conduct policy and other relevant policies. This may therefore result in termination of the individual's contract, or engagement within Glen Housing.

9. MALICIOUS ALLEGATIONS

Any person found to be making fictitious or malicious allegations will be dealt with through Glen Housing Association's disciplinary procedure which may result in dismissal

10. GENERAL DATA PROTECTION REGULATIONS

The Association will treat your personal data in line with its obligations under the current data protection regulations and its own Privacy Policy. Information regarding how your data will be used and the basis for processing it is provided in the Association's Fair Processing Notices.

11. POLICY REVIEW

This Policy will be reviewed on a five yearly basis unless there is a requirement to review earlier in response to new legislation/regulations/performance standards/good practice