



Craigdale
HOUSING ASSOCIATION

DIGNITY AT WORK POLICY

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Craigdale Housing Association can provide this document on request, in different languages and formats, including Braille and audio formats.

1.0 Introduction

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

2.0 Background

2.1 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.

3.0 Legal Framework

3.1 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 Delict.
- 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

4.0 Definitions

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. Craigdale Housing Association will extend this definition to include all, and will not be restricted to those identified as having a protected characteristic.

Bullying: Offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.

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.

5.0 Policy Principles

5.1 This Dignity at Work Policy aims to:

- Ensure integration of diversity into all aspects of Craigdale Housing Associations business
- Ensure that all employees, board members, agency workers, contractors, and consultants are treated with respect and dignity from each other, and members of the public
- Ensure that all employees, board 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.

6.0 Implementation of Policy

- 6.1 The Chief Executive Officer is responsible for the implementation and review of this policy.
- 6.2 Craigdale Housing Association will ensure that all new employees, board members, agency workers, contractors, and consultants will receive an induction on this policy. The policy will be integrated into all policies and procedures within Craigdale Housing Association.
- 6.3 Copies of this policy will be issued to all employees, board members, agency workers, contractors, and consultants, and will be available to all who request it.
- 6.4 This policy applies to all employees, board members, agency workers, contractors, and consultants of Craigdale Housing Association and therefore all mentioned parties, have a responsibility to abide by the principles outlined above and also to alert their line manager should any behaviours be witnessed which breach this policy.

6.5 Unacceptable behaviour and practices will not be tolerated. However, 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.

7.0 Procedure in Dealing with breaches of Dignity & Respect

7.1 This procedure is complemented by Craigdale Housing Associations Equality & Diversity and Discipline & Grievance policies.

8.0 Staff

8.1 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.

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.

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 Craigdale Housing Association's grievance procedure.

The employee must put their concerns in writing and give this to their line manager. The line manager should then arrange a meeting with the employee who has highlighted the concerns. At this meeting the line manager should establish what the concerns are, and how the employee would like things resolved. The line manager should then conduct any necessary investigations. No investigation should take place prior to there being a meeting with the employee. Once the investigation has been concluded, there could be a variety of outcomes including:

- There is no evidence to uphold the complaint
- There is evidence that may involve action against another member of staff
- Action is required on an organisational basis

Where action is required against another staff member this will follow the organisation'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.

Board Members, Agency Workers, Contractors and Consultants or members of the public

Where a board member, agency worker, contractor, consultant and/or members of the public feel that behaviours towards them have breached the principles of this policy, they have a responsibility to inform the Chief Executive Officer or Chairperson (if breach has been caused by the Chief Executive Officer) of this as soon as reasonably practical. The complaint will be investigated appropriately and dealt with in accordance with the relevant policies and procedures.

9.0 Individuals found to be in breach of the principles of this Policy

- 9.1 Where individuals are found to be in breach of this policy whether that be employees, board members, agency workers, contractors, and/or consultants this will be dealt with in accordance with Craigdale Housing Associations code of conduct policy and other relevant policies. This may therefore result in termination of the individual's contract, or engagement within Craigdale Housing Association.

10.0 Malicious Allegations

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

11.0 Complaints

- 11.1 We have a separate complaints policy and procedure. Leaflets and copies of the complaint's procedure are available from the Association's office and on our website. We also provide information on how our customers can make a complaint to the SPSO, Bridgeside House, 99 McDonald Road, Edinburgh, EH7 4NS, telephone 0800 377 7300 or 0131 225 5300.

12.0 Equalities and Human Rights

- 12.1 We are committed to the principles of equality and diversity, including working towards a Board and staff team that is representative of the communities it serves in respect of Protecting Characteristics.

13.0 Freedom of Information (FOI)

13.1 The Association is subject to FOI and all enquiries with respect the Dignity at Work Policy will be handled strictly in line with FOI and confidentiality policies.

14.0 General Data Protection Regulations (GDPR)

14.1 The organisation will treat your personal data in line with our obligations under the current data protection regulations and our own [insert name of policy or procedure]. Information regarding how your data will be used and the basis for processing your data is provided in Craigdale Housing Association's employee privacy notice.

15.0 Review of Policy

15.1 This policy will be reviewed at least every 3 years or in light of changes to legislation.