



SHEPTON MALLET TOWN COUNCIL

DIGNITY AT WORK POLICY

Policy Reference Number: 1912

AUTHOR: Town Clerk

RESPONSIBILITY: Policy and Resources Committee

GRADE: Three – Low

DATE ADOPTED: 11th June 2019

REVIEW DATE: Every 3 years - 2022

AMENDMENTS:

1.0 **Policy Statement**

1.1 Shepton Mallet Town Council expects all employees to act with dignity and maturity in all their dealings connected with its work and activities and pay similar respect to the persons' attitudes, beliefs and actions of all others involved in and with the council.

1.2 Our policy and commitment is to ensure that everyone connected with the council (including applying for employment and following termination of employment) is treated fairly and with respect, regardless of race, sex, sexual orientation, gender reassignment, age, religion, politics, marital status, disability, politics, caste and/or union membership.

2.0 **Introduction**

2.1 This policy should be read in conjunction with other Council policies and procedures such as the: Bullying and Harassment Policy, Equal Opportunities Policy, Disciplinary Policy and Grievance Policy.

3.0 **Scope of Policy**

3.1 The policy applies to all employees of Shepton Mallet Town Council (herein referred to as "the Council").

4.0 **Review Statement**

4.1 This policy has been prepared considering prevailing legislation and recognised good practice. New legislation requirements or changes in current legislation may necessitate the review of this policy document. The council will continue to review and amend all/part of this policy on a regular basis. It is the employee's responsibility to ensure that the copy of the policy being referred to is the most up-to-date version.

5.0 **Equality**

5.1 In putting the procedure into practice, no aspect of the procedure will discriminate on the grounds of race, sex, sexual orientation, gender reassignment, age, religion, politics, marital status, disability, politics, caste and/or union membership or any other grounds likely to place any employee at a disadvantage.

6.0 **Definitions**

6.1 The following examples could constitute a breach of the Dignity at Work Policy although this is not an exhaustive list:

- Physical conduct - ranging from touching, pushing or grabbing to punching or serious assault
- Verbal or written harassment through jokes, offensive language, defamatory remarks, gossip, threats or letters
- Unwelcome sexual behaviour, including unwanted suggestions, propositions or advances

- The sending or displaying of material that is pornographic or obscene, including e-mails, text messages, video clips, photographs, posters, emblems or any other offensive material
- Isolation, non-co-operation at work or exclusion from social activities
- Coercion, including pressure for sexual favours
- All forms of bullying which is persistent, offensive, abusive, intimidating behaviour resulting in the employee being threatened, feeling vulnerable and upset. (Note: Bullying can occur in the workplace and outside of the workplace at events connected to the workplace, such as social functions, business trips or on social media).
- Inappropriate personal contact, including intrusion by pestering or spying
- Shouting at or humiliating others
- Unjustified, offensive and/or insulting remarks about performance
- Excluding employees from meetings, events or communications without good cause
- Physical or emotional threats

7.0 **Town Clerk's Responsibilities**

7.1 It is the responsibility of the Town Clerk to treat employees in accordance with the aims of the policy and to ensure that everyone is treated fairly and with respect. This involves:

- Preventing and punishing poor conduct. Conduct including insulting comments or actions (regardless of method used), bullying, intimidation, swearing, initiation rites, etc. is not acceptable, cannot be tolerated and will be subject to severe sanction.
- Avoiding prejudice. All actions and decisions should be based only on consideration of an employee's or applicant's ability to perform the job. No judgement may be made subject to any prejudice.
- Encouraging individual and team development. The responsibility of management is to help employees succeed both individually and as members of working teams. All employees must always have an equal opportunity to develop themselves and their talents and to be considered for training and promotion.

8.0 **Employees' Responsibilities**

8.1 It is the responsibility of every employee to ensure compliance at all times with this policy. Where there is a discriminatory act, individual employees can be made personally liable to pay compensation for their acts.

8.2 It is the responsibility of everyone to treat all those with whom they come into contact during their working life with respect and dignity. All employees should adopt a 'zero tolerance' attitude around bullying and harassment, and report any genuine concerns around acts of bullying or harassment immediately.

It should be noted that it is the impact of the behaviour that is relevant and not solely the motive or intent behind it.

8.3 This policy and procedure will be communicated effectively to all employees and appropriate training, where necessary, may be recommended and put in place.

9.0 **Further Information**

9.1 For further information or clarification on any part of this policy, please contact the Town Clerk.