Dignity at Work Policy

Date Approved	Committee responsible for review of policy	Next Review Date	Policy on Website	Statutory Policy
February 2026	FGB	February 2027	No	No

Headteacher: Mrs Emma Humphrey

This policy is taken from the Hampshire Manual of Personnel Practice

1. Purpose

1.0 Policy Statement

The school is committed to providing a workplace where all employees are treated with dignity. This policy outlines the expected behaviour of all employees and the school's approach to the management of concerns raised under this policy.

Discrimination, bullying, harassment and victimisation are not acceptable, will not be tolerated, and action will be taken. Appropriate management action may include formal action under the Disciplinary Policy.

In aspiring and striving to uphold the standards outlined in this policy, the school is demonstrating its commitment to the pursuit of equality, inclusion and diversity.

Please note, all references to "the school" in this policy and accompanying How to Guide refer to the governors and Headteachers/Senior management team within the school.

2.0 Scope

The policy and the how to guide apply to all employees:

- Teachers
- Support staff

The policy and the how to guide do not apply to:

- Volunteers
- Contractors
- Agency workers

Whilst volunteers, contractors and agency workers are excluded from this policy and How to Guide, they should still be treated in line with the principles of this document and appropriate action taken where volunteers, contractors and agency workers do not act in accordance with the school's Dignity at Work policy.

Employees are actively encouraged to contact their professional association/trade union representative at the earliest opportunity to obtain advice and support at any point during this policy.

The school expects all parties to maintain confidentiality throughout the application of the policy.

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3.0 Zero Tolerance Statement:

The school is a diverse organisation. We take pride in promoting, valuing and celebrating diversity as an inclusive employer.

As a school serving Hampshire, we seek to ensure zero tolerance of harassment, discrimination, bullying and abuse and will respond promptly to any incidents of these.

We are committed to advancing equality and inclusion in all our responsibilities – as an employer, as a provider and commissioner of services, and as a partner in the local economy. All school staff, as well as staff delivering services we have arranged, are entitled to be treated with respect by those they work with or for.

4.0 Equality and Dignity at work

The school is committed to ensuring a workplace where all employees are treated with dignity. Discrimination based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, or sex and sexual orientation is not acceptable. Equally, bullying, harassment and victimisation is not acceptable.

Employees who discriminate, bully, harass or victimise a colleague may find, where a claim is proven, that their actions break criminal as well as civil/ employment law and they become personally liable to pay compensation.

Where an employee is subject to discrimination, bullying, harassment or victimisation from pupils, parents/carers or members of the public the school will ensure they deal with these matters appropriately and robustly.

Definitions of the above terms can be found in the associated How to Guide.

5.0 Expected standards of behaviour

5.1. Expected behaviours and responsibilities for all employees and governors.

- To comply with the relevant standards of behaviour set out in the following (this list is not exhaustive):
  - the Equality Act
  - the school's Code of Conduct
  - school policies
  - professional Codes of Conduct applicable to the role, including the Teachers' Standards where relevant
  - legislation applicable to the role
  - DfE guidelines
  - job description/role profile
- to respect and value differences
- to be open and constructive in communications
- to be fair and just in dealings
- to listen to the views of colleagues

- to be aware of own behaviour and the effect it may have on others
- to treat others with dignity
- to ensure no discriminatory, bullying, harassing or victimising behaviour is undertaken
- to remain professional at all times when communicating with others
- to ensure no personal standards are imposed on others, e.g. making inappropriate comments about someone's appearance or dress
- to take responsibility for preventing issues
- to challenge inappropriate behaviour
- to listen to employees who feel they are being discriminated against, bullied, harassed or victimised
- to take action if there is evidence that someone is being discriminated against, bullied, harassed or victimised.

5.2. Expectations and responsibilities of the school.

Managers will take responsibility for their teams and for ensuring that the expectations and responsibilities for the School are met

- to protect the dignity of all employees in the workplace
- to provide a workplace which is free from hostility
- to handle and investigate conflict effectively, whether this is from employees, pupils, parents, governors, members of the public or by people who attempt to remain anonymous
- to educate all employees in the development of positive behaviours and their personal responsibility to behave in a way that respects the dignity of all colleagues
- ensure all pupils and parents/carers are aware of the expectations the school has of them in relation to how they engage with the school staff
- to apply a zero-tolerance approach to discrimination, bullying, harassment and victimisation
- to raise awareness of the Dignity at Work policy
- to positively encourage diversity and inclusion
- to create a workplace where appropriate behaviours are promoted and supported
- to promote a culture in which discrimination, bullying, harassment and victimisation are known to be unacceptable
- to ensure employees feel confident that the school will challenge discrimination, bullying, harassment or victimisation
- to promote how to raise issues

5.3. Failure to comply with expected standards of behaviour

There is no formal procedure within the Dignity at Work policy. If an issue is raised under this policy, one of the other school policies should be used as follows:

6.0 Concern raised by an employee

An employee who believes they are not being treated in line with expected standards of behaviour should, wherever possible, talk to the person who has demonstrated the inappropriate behaviour to alert them to the fact that they feel it is in conflict with this policy and How to Guide and the impact it is having, to see if this resolves issues.

The Resolving Workplace Issues policy should be used to address issues relating to Dignity at Work which are raised by an employee. Where appropriate, the Guidelines for dealing with allegations of Harassment and Bullying should be followed.

If, as a result of an employee raising a grievance (under the Resolving Workplace Issues policy), it is identified that a colleague or manager's behaviour has fallen below the expected standards, or any individual or manager is made aware of or witnesses such behaviour, dependent on the circumstances the Headteacher/Senior Manager will use either:

- the Disciplinary Policy where the behaviour is defined as willful or negligent, or concerns are raised maliciously, for personal gain or where they are known to be untrue

or

- the Performance Management or Capability Policy where the failure to comply with the standards of behaviour relates to a lack of skill, knowledge, experience or appropriate behaviours.

If an employee (Headteacher or staff member) raises a grievance about a governor, the chair of governors should investigate and meet with the governor in question to relay concern that their behaviour is in breach of the School's Code of Conduct.

If the investigation discloses a need for further training, development needs, or a revised induction process, the governing body should put this in place as soon as possible.

The chair should confirm the course of action in writing to the governor, clarifying the support and the expectation of improved relationships.

If the governor in question, is the chair of governors, the investigation should be undertaken by the vice chair.

6.1. Concern identified by a Headteacher / Senior Manager

Where a Headteacher/Senior Manager identifies, following investigation, that an employee or manager is not complying with the standards set within this policy they should manage the employee using either:

- the Disciplinary Policy where the behaviour is defined as willful or negligent, or concerns are raised maliciously, for personal gain or where they are known to be untrue

or

- the Performance Management or Capability Policy where the failure to comply with the standards of behaviour relates to a lack of skill, knowledge, experience or appropriate behaviours.

Where the concern is in respect of the Headteacher not complying with the standards, the employee/manager should raise the matter with the Chair of Governors who, following initial investigation, will arrange for the matter to be managed using either of the above policies.

7.0 Reporting dignity at work concerns

An employee who believes they are not being treated in line with expected standards of behaviour should report this to their manager, their Headteacher, other member of the Senior Leadership Team or Chair of Governors where it is a Headteacher not complying with the standards. Where the Headteacher has a concern about how they are being treated, they should normally raise this with the Chair of Governors.

Wherever possible this should be raised informally first, using the resolving Workplace Issues policy.

An employee who witnesses behaviour that falls below the expected standards should report this to their manager, the manager of the individual(s) involved or the Head Teacher/Senior Manager as soon as possible.

8.0 Related documents

To help with the application of this policy it may be useful to read the following:

- Managers' How to Guide – Dignity at Work
- Model Code of Conduct
- Disciplinary Policy and How to Guide
- Capability Policy and How to Guide
- Resolving Workplace Issues policy
- Guidelines for dealing with allegations of Harassment and Bullying
- Acceptable use of ICT
- Safer working in schools
- Equality and Diversity

9.0 Policy governance

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