# Dignity at Work Policy

## Policy statement

Bullying and Harassment at work can have a devastating effect on an individual, often leading to anxiety and loss of confidence, illness and absenteeism.

The purpose of the Dignity at Work Policy and Guidance is to create a culture in which everyone is treated with dignity and respect, where harassment and bullying are known to be unacceptable, and employees and volunteers have the confidence to challenge and deal with harassment and bullying without fear of reprisals. This will help to ensure that Leonard Cheshire Disability (LCD) is a pleasant organisation in which to work and that all employees and volunteers are able to contribute effectively and achieve high levels of satisfaction in their work.

This Policy applies to employees and volunteers.

LCD aims for an environment free from bullying and harassment.

LCD is committed to equality of opportunity before and during employment and to preventing and stopping unlawful discrimination. All LCD policies are written and should be read in line with Equality Act 2010.

## Linked policies and guidance

This Policy operates in conjunction with the following LCD policy and guidance Documents:

LCD Dignity at Work Guidance

LCD Resolving and Dealing with Employee Concerns Guidance

LCD Diversity Policy and Guidance

LCD Disciplinary Policy and Managers Guidance

LCD Behaviour Support and Intervention Policy

## Roles and responsibilities

**LCD** has a corporate responsibility for the management and effective implementation of this policy and to promote the health, safety and welfare of its staff and volunteers.

**Line managers and supervisors** have a responsibility to foster a culture which discourages harassment and bullying and to take appropriate action under this policy when any complaint of bullying or harassment (whether formal or informal) is made. Line managers also have a responsibility to raise awareness of this policy and to make sure that employees and volunteers understand their responsibilities.

It must be recognised that managers and supervisors have both a right and a responsibility to manage their teams, including management of performance, conduct and attendance. This in itself does not constitute harassment or bullying, but in doing so managers must not treat employees unfairly or discriminate unlawfully against them. Managers should lead by example and ensure they act as positive role models.

**Everyone** has a responsibility to make sure that their behaviour is not offensive to others and does not constitute bullying or harassment. They also have a responsibility to discourage such behaviour by others, for example by never ‘going along with it’ but instead making it clear that the behaviour is unacceptable.

**Everyone** has a responsibility to make sure that they do not victimise a person who raises a complaint of bullying and harassment or supports another person to do so.

**Everyone** has a responsibility to acknowledge that the views and opinions held by others, and decisions made by managers and supervisors, may not always coincide with their own. These differences do not of themselves constitute bullying or harassment.

## Review

This policy will be reviewed every three years

## Comments and queries

Any comments or queries relating to the terms or application of this policy should be directed to its owner (named below) or the relevant department head.

## History of Review Dates Table

|  |  |  |  |
| --- | --- | --- | --- |
| Policy commenced: | 01/01/2001 | Next full review due: | 07/02/2020 |
| Last full review: | 07/02/2017 | Department: | HR |
| Last annual review: | 07/02/2017 | Policy owner: | Head of HR  |

## Approval

This policy has been approved by the Management Board with delegated authority from the Board of Trustees.