



Dignity at Work Policy

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1. Statement of principles

- All members of the academy workforce have a right to be treated with dignity and respect in the workplace
- Workplace harassment, bullying and victimisation are totally unacceptable
- No member of the academy workforce should have to tolerate harassment, bullying or victimisation from colleagues, pupils, members of the public or other individuals they may encounter at work, or on academy trips
- The academy recognises that any member of the academy workforce can be subjected to these forms of behaviour
- The academy will assess whether harassment, bullying or victimisation has occurred based on the impact of the action(s) on the victim rather than the intent of the alleged perpetrator
- The academy will not base decisions about handling harassment, bullying or victimisation on whether someone submitted to or rejected a particular instance of harassment, bullying or victimisation

The academy strives for a workplace that's free of harassment, bullying and victimisation through:

- Raising awareness of the issues of harassment, bullying and victimisation, and refusing to tolerate these behaviours
- Supporting any member of the academy workforce who is harassed, bullied or victimised • Dealing with any issues through agreed processes when they are raised
- Ensuring that senior leaders demonstrate and uphold high standards of conduct

2. Legislation and guidance

This policy follows the principles of the:

Equality Act 2010

Protection from Harassment Act 1997 (which makes provision for protecting individuals from harassment and similar conduct)

Employment Rights Act 1996 (which is particularly relevant if the academy is considering a dismissal) Employment Relations Act 1999 (where a dispute progresses to an employment tribunal)

Where it becomes necessary to bar an individual from academy premises, we will refer to the Department for Education's guidance on controlling access to academy premises.

This policy does not form part of any employee's contract of employment and we may amend it at any time.

3. Definitions

All forms of harassment, bullying or victimisation may consist of either a single act or a continuous pattern of behaviour. The individual making the complaint usually defines what they mean by harassment, bullying or victimisation in a given context, where something has happened to them that is unwelcome, unwarranted and causes a detrimental effect.

If a member of the academy workforce reports that they are being bullied, harassed or victimised, then they have a complaint which must be dealt with, regardless of whether or not it accords with a standard definition.

3.1 Harassment

Harassment, as defined in the Equality Act 2010, is:

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.

The unwanted conduct may be physical, verbal or non-verbal. A single incident can amount to harassment.

The relevant protected characteristics defined in the Equality Act 2010 are:

- ☐ Age
- ☐ Disability
- ☐ Gender reassignment
- ☐ Race
- ☐ Religion or belief
- ☐ Sex
- ☐ Sexual orientation

The individual making the complaint does not need to be the intended target or possess the relevant characteristic themselves.

An individual may find the behaviour offensive even if it is not directed at them, or they may be:

- ☐ Associated with a person who has a protected characteristic
- ☐ Wrongly perceived to have a protected characteristic
- ☐ Treated as if as if they have a protected characteristic

Harassment may also involve unwanted conduct of a sexual nature which has the same purpose or effect on the individual as described at the beginning of this section (3.1).

Harassment may also occur where there is unwanted conduct of a sexual nature or that relates to

gender reassignment or sex, this conduct has the same purpose or effect described at the beginning of this section (3.1) and the individual is treated less favourably because they rejected or submitted to it.

Harassment is unacceptable and may still be considered and addressed under this policy even if it does not fall within any of the defined categories above.

3.2 Bullying

Bullying in the workplace may be characterised as:

- Offensive, intimidating, malicious or insulting behaviour involving an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient
- Bullying can take the form of physical, verbal and non-verbal conduct

The words 'bullying' and 'harassment' are often used interchangeably in the workplace. The impact on the individual can be the same as harassment.

3.3 Victimisation

Victimisation is defined in the Equality Act 2010 as:

Subjecting an individual to a detriment because he/she does a protected act, or it is believed he/she has done or may do a protected act.

A 'protected act' is:

- Bringing proceedings under the Equality Act 2010
- Giving evidence or information in connection with proceedings under the Act • Doing any other thing for the purposes of or in connection with the Act
- Making an allegation that someone has breached the Act.

4. Examples of unacceptable behaviour

Unacceptable behaviour in this academy may include:

- Insulting someone verbally or through offensive behaviour
- Physical or psychological threats
- Spreading malicious rumours
- Sharing information about an individual with others who do not need to know
- Ridiculing or demeaning someone
- Picking on someone or setting them up to fail
- Exclusion

- ❑ Misuse of power, such as overbearing supervision or deliberately undermining a competent worker • Unwelcome sexual advances, such as touching, standing too close, displaying offensive materials, asking for sexual favours, making decisions on the basis of sexual advances being accepted or rejected
- ❑ Making unfounded threats or comments about job security
- ❑ Preventing an individual from progressing by intentionally blocking promotion or training opportunities

This list is not intended to be exhaustive.

Harassment, bullying or victimisation may occur:

- ❑ Face to face
- ❑ Through written communications
- ❑ Using visual images (for example, pictures of a sexual nature or embarrassing photos of colleagues)
- ❑ Via email
- ❑ Via phone
- ❑ Via automatic supervision methods, such as computer recording of downtime from work, or recording of telephone conversations, if these are not universally applied to all workers in similar roles

This list is not intended to be exhaustive.

5. Reasonable management

The academy differentiates between reasonable management, which is firm and fair, and behaviours associated with harassment, bullying or victimisation.

Legitimate, justifiable, appropriately conducted monitoring of a member of the academy workforce's behaviour or job performance does not therefore constitute bullying, harassment or victimisation.

6. Roles and responsibilities

6.1 The governing board

The governing board:

- ❑ Ensures complaints and allegations are handled according to agreed procedures in line with the 2.2.4 Tove Learning Trust Disciplinary Policy
- ❑ Holds the Principal to account for the implementation of this policy
- ❑ Ensures that this policy is periodically reviewed and kept up to date
- ❑ Deals with complaints raised by or about the Principal

6.2 The Principal

The Principal:

- Works to ensure that the working environment is free from harassment, bullying and victimisation
- Works to check that complaints and allegations are handled according to agreed procedures in line with the 2.2.4 Tove Learning Trust Disciplinary Policy.

6.3 All members of the academy workforce

- All members of the academy workforce:
- Treat colleagues with dignity and respect
- Contribute to maintaining an environment free from harassment, bullying and victimisation
- Support colleagues who experience unacceptable behaviour and who are considering making a complaint, or have made a complaint
- Report any occurrence of unacceptable behaviour and offer supporting evidence in any investigation where appropriate

6.4 Line managers

Line managers, and those fulfilling this role when a complaint is about the line manager:

- Will listen to and take seriously any member of the academy workforce who comes to them with a concern or complaint regarding harassment, bullying or victimisation

7. If you have concerns refer to procedures in the following policies

- Refer to Tove Learning Trust Whistleblowing Policy for concerns raised by employees and how to raise a concern
- Refer to Tove Learning Trust Code of Conduct for all Adults for clarity on expected professional standards and the duty upon adults to abide by
- Refer to Rushden Academy's Behaviour and Exclusion Policy for information on behaviour expectations
- Refer to Rushden Academy's Child Protection and Safeguarding Policy for further guidance • Refer to Tove Learning Trust Grievance Policy for further guidance
- Refer to Tove Learning Trust Disciplinary for further guidance

8. Monitoring and review

- The Principal is responsible for monitoring the implementation, use and effectiveness of this policy and will report on these matters annually or more frequently if necessary
- This policy will be reviewed by governors annually

This policy was approved by the board on: 16th May 2023

Signature of LGB Chair:

A handwritten signature in blue ink, appearing to be 'Tim Foster', written over a light blue horizontal line.

Name of LGB Chair: Tim Foster

Date of renewal: June 2024