



DIGNITY AT WORK

PETER DREW WORKWEAR

Peter Drew Contracts Ltd (the company) acknowledges that bullying, harassment and victimisation are discriminatory and unlawful, and we view unfair and discriminatory behaviour as unacceptable.

We recognise the impact that unacceptable behaviour can have within the workplace and the resultant impact on poor employee relations, low morale, inefficiency and increased complaints.

We are committed to taking the appropriate steps to prevent bullying, harassment, victimisation and discrimination within the workplace. The Dignity at Work framework plays an important role in prevention. The Dignity at Work Policy plays an important part in preventing staff from experiencing bullying and harassment whilst at work and ensures all staff are clear about what is acceptable behaviour in the workplace.



THE DIGNITY AT WORK FRAMEWORK OUTLINES THAT:

All employees are entitled:

- To a workplace free from bullying, harassment or victimisation.
- To be treated with dignity, respect and courtesy.
- To experience no form of discrimination.
- To be valued for their skills and abilities.

It is essential that unfair and discriminatory behaviour is challenged and stopped within the workplace. Unfair and discriminatory behaviour can be addressed through both informal and formal means. The Grievance Policy and Procedure provides the framework and mechanism for staff to formally address unacceptable behaviour and to have any complaints resolved.

The policy ensures that all genuine complaints and concerns raised by employees will be treated seriously and sensitively with proper investigation; proportionate to the issues raised and carried out in as timely a manner as possible.

CHALLENGING UNACCEPTABLE BEHAVIOUR



The Dignity at Work Framework therefore enables employees to identify and challenge unacceptable behaviour by invoking the Grievance Policy:

- Towards them individually or as part of a group.
- Towards others within the company.
- From non-company employees.

All employees are entitled to challenge behaviour that they find offensive even if it is not directed at them. Employees who wish to complain are also not required to possess specific protected characteristics in order to challenge behaviour as it can be due to perceptions or association.

All employees are also entitled to challenge unacceptable behaviour from non-company employees (third parties). The company must take appropriate steps to prevent unacceptable behaviour by third parties whenever possible. If you are subject to or witness unacceptable behaviour either directly or by association or perception, you can make use of the Grievance Procedure.

UNACCEPTABLE AND INAPPROPRIATE BEHAVIOUR

Unacceptable and inappropriate behaviour is considered a breach of the Dignity at Work Framework Code of Conduct and may result in action being taken under the Disciplinary Procedure, where appropriate. Definition of 'Unacceptable Behaviour'

There is no absolute definition of what 'unacceptable behaviour' is as it is the effect the behaviour has on the recipient that often makes it 'unacceptable'.

Discriminatory behaviour can occur on the basis of perceived group membership, affiliation or association.

Behaviour that is unwanted, unwelcome and undermines an individual's dignity at work is unacceptable behaviour. This includes behaviour that might unreasonably threaten job security, promotion prospects or create an intimidating working environment. Behaviour may be perceived as unacceptable, even if there was no intent to cause offence. Behaviour may also have overtones that a member of staff finds offensive, even if it was not directed at them.

Unacceptable behaviour can take many forms and can range from physical attack to more subtle conduct. It can also include behaviour, which deliberately or inadvertently excludes individuals from normal activities in the workplace. Unacceptable behaviour excludes legitimate actions by a manager to support and encourage an employee to perform against key objectives and to manage performance appropriately. It also excludes legitimate actions taken within the disciplinary or other formal procedures. It does not exclude persons in authority who use their position to bully, abuse or harass others, or assume a threatening or intimidating management style. Practices, which are discriminatory or potentially discriminatory, do not count as legitimate action (for example, holding a team meeting at 7.30am, which can be potentially discriminatory against those with childcare or other responsibilities for dependants).

RESPONSIBILITY FOR DIGNITY AT WORK – STANDARDS OF BEHAVIOUR

Managers at all levels have responsibility for upholding the standards of behaviour outlined in this framework. All staff are responsible for their own behaviour within the workplace and to take the necessary steps to change their own inappropriate behaviour, as well as to challenge unacceptable behaviour in others and support colleagues in maintaining acceptable behaviour in the workplace.

These standards of behaviour cover relationships between:

- Managers and staff they manage (including the way that staff behave towards their managers).
- Staff as a peer group (a team or occupational group/cadre).
- Permanent, fixed term and agency staff.
- Company staff and third parties.

All Board members, Managers and Staff have a shared responsibility to create an environment where equality and diversity can be effectively embedded within the organisation and where people's differences are genuinely respected.

Senior Managers are responsible for ensuring that these standards of behaviour are communicated and understood by all staff. They are also responsible for setting the standard and ensuring that their own behaviour is of the highest standard and that appropriate and prompt action is taken if unacceptable or offensive behaviour is identified.

All Managers are responsible for upholding these standards of behaviour and leading by example by treating all employees with dignity and respect. They are responsible for ensuring that all their staff are aware of the behaviour expected of them and that unacceptable behaviour is challenged and corrected. Everyone is responsible for ensuring that:

- They understand what these standards of behaviour require of them and, that their conduct does not cause offence;
- They should be prepared to support colleagues who are being harassed, bullied, victimised or discriminated against;
- They speak out against unacceptable behaviour that they may have witnessed;
- They should be prepared to challenge and when necessary, complain about unacceptable behaviour even if it is not directed at them;
- They should be prepared to challenge all unacceptable behaviour on the basis of perception or association of protected characteristics.

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ENFORCEMENT AND MONITORING

Responsibility for implementing or initiating action in relation to these standards of behaviour is the same as for complaints. The Dignity at Work framework will be enforced through informal resolution, the Grievance Policy and Procedure and the Disciplinary Procedure, where appropriate.

This Dignity at Work Framework explains and outlines some examples of behaviour which may be perceived as unacceptable within the workplace, particularly in relation to protected characteristics.

Breaches of the Dignity at Work Policy will be considered to be a breach of discipline, which could lead to disciplinary proceedings, the ultimate sanction being dismissal.

