

Ellel Parish Council

Dignity at work policy.



Introduction

1. It is in the best interests of Ellel PC to create a dignified and respectful culture as part of the overall commitment to equality and a diverse workforce.
2. A dignity at work policy document has been drawn up in conjunction with staff and all other interested parties. This policy includes a procedure on how to effectively deal with harassment in the workplace.
3. This policy applies to all staff, including contractors, visitors and volunteers.
4. Appropriate training is available through LALC/NALC to encourage the promotion of this policy.
5. Employers and staff agree how the main causes of harassment or bullying at work will be identified and the actions that will be taken to remove these sources.
6. Ellel PC accepts the duty to prevent harassment across all avenues. All staff and representatives of the council are reminded of the standard of acceptable behaviour. that is expected, Each should ensure they act with fairness and equity so their own behaviour is not taken as harassment. It is the responsibility of each representative to carry their own behaviour properly.

Complaints

If a situation occurs whereby a member of the council feels that they have been inappropriately dealt with this can be reported to either the clerk of the council or the chair of the council. The complaint will be dealt with as per the process below.

Definitions

1. Harassment is defined as “any conduct based on age, gender, pregnancy or maternity, marriage or civil partnership, sexual orientation, gender reassignment, disability, HIV status, race, religion, or belief political, trades union or other opinion, national or social origin, association with a minority, domestic circumstances, property, birth or other status which is unreciprocated or unwanted and which affects the dignity of men and women at work.”
2. Bullying is defined as “the unwanted behaviour, one to another, which is based upon the unwarranted use of authority or power.”

3. In all cases, it will be for the recipient to define what is inappropriate behaviour.
4. "At work" includes any place where the occasion can be identified with either the requirements of the employer, or with social events linked to the same employment.

Process

1. The complainant can report the complaint informally with a direct request for the behaviour to stop.
2. All complaints will be taken seriously and investigated promptly and thoroughly.

For complaints against other representatives of the council:

1. Complainants will have access to trained advisers to help them to deal with the process of complaint;
2. There will be specific provision within the procedure to deal with cases where the alleged harasser manages, or is managed by, the complainant;
3. An alleged harasser will have the right to be informed in writing of the complaint made against them.
4. An investigation will be opened when a formal complaint is made, with the investigator(s) operating outside their normal area of responsibility.
5. A factual report will be created as soon as possible after the initial complaint by the investigator(s) and presented to the relevant council committee.
6. It is the responsibility of the council to produce an outcome to a valid complaint which offers a remedy which may include mediation.
7. The Council will decide whether the disciplinary procedure needs to be invoked for the alleged harasser.
8. Confidentiality will be maintained, as far as is compatible with thorough investigation and the effective handling of each case. Steps will also be taken to ensure that complainants and witnesses remain free from victimisation.
9. When it transpires that a complaint was not to be made in good faith, the Council will decide whether the disciplinary procedure be invoked for the complainant.

Appeals

1. The procedure will allow for either party to appeal.
2. The complainant may appeal if it is felt that the process of investigation and subsequent application, or not, of the disciplinary procedure has been unfairly or poorly carried out or agreed. There should be no appeal allowed to the complainant against the perceived severity or leniency of the disciplinary action taken.
3. The alleged harasser may appeal if it is felt that the process of investigation or subsequent application of the disciplinary procedure has been unfairly or poorly carried out or agreed. The alleged harasser will also be allowed to appeal against the perceived severity of the disciplinary action taken.

Monitoring and Review

1. Provision will be made for all representatives of the council to monitor complaints and their outcomes together with other members of staff.
2. Monitoring arrangements will be capable of seeking out the causes of harassment and bullying so as to remove them from the organisation.

Adopted by Ellel Parish Council as part of the Ellel Parish Council Constitution Document at the Annual Meeting of the Council on 8th May 2024

Signed The Chair of Ellel Parish Council

Date

Signed The Clerk of Ellel Parish Council

Date