

## Dignity at work policy

### Introduction

1 **Purpose:** The purpose of this policy is to ensure that all employees and volunteers of Canalside Radio are treated with dignity and respect and are free from harassment, intimidation or other forms of bullying.

2 **Breach:** Breach of this policy will be dealt with under our disciplinary and dismissal procedure and, in the most serious cases, may be treated as gross misconduct leading to summary dismissal.

### Legal framework and personnel

3 **Canalside Radio's commitment:** Canalside Radio has a responsibility to ensure that you are not harassed, victimised, bullied or discriminated against in the course of your work on the grounds of your sex, sexual orientation, marital or civil partnership status, gender reassignment, race, religion or beliefs, pregnancy and maternity, disability or age. In some situations, we may also be responsible for the actions of our employees and volunteers towards each other and towards third parties and responsible for the actions of third parties towards our employees and volunteers. In certain circumstances harassment can amount to unlawful discrimination. This policy serves to demonstrate our commitment to identifying and wherever possible eliminating such unlawful behaviour.

4 **Overall responsibilities:** Canalside Radio's Directors has overall responsibility for this policy but has delegated day-to-day responsibility for overseeing and implementing action required under it to the Chairman and Station Manager. Responsibility for monitoring and reviewing the operation of the policy and any recommendations for change to the policy also lies with the Chairman.

5 **Employees' and volunteers' responsibility:** All employees and volunteers are responsible for treating their colleagues with dignity, and for the success of this policy and should ensure that they take the time to read and understand it. Employees and volunteers should disclose any instances of harassment or bullying of which they become aware to the Chairman or Station Manager. Questions about this policy should be directed to the Directors.

### What are harassment and bullying?

6 **Types of harassment:** Harassment occurs when:

6.1 A person engages in unwanted physical, verbal or non-verbal conduct which has the purpose or effect of, violating an individual's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for the individual. Such conduct is commonly related but not restricted to sex, sexual orientation, marriage and civil partnership status, gender reassignment, race, religion or belief, pregnancy and maternity, disability or age (**Protected Characteristic**), to the individual's perceived Protected Characteristic or to the Protected Characteristic of someone associated with the individual.

6.2 A person engages in sexual conduct which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for the individual.

6.3 A person engages in conduct of a sexual nature or that relates to gender reassignment or sex which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them and because of the individual's rejection of or submission to that person's conduct, the person treats the individual less favourably than they would have treated the individual if the individual had not rejected or submitted to the conduct.

7 **Instances:** Harassment generally arises where an individual has made it clear that they find certain behaviour towards them unwelcome and that behaviour has continued unchanged. Harassment can also arise as a result of a single incident provided it is sufficiently serious. It is important to remember that even though the conduct may only be unwanted or offensive to one individual it can still amount to harassment. Individuals who believe they are being subjected to harassment should not hesitate to use the procedures set out below. All staff and volunteers should consider whether their actions could be offensive to others.

**8 Examples of harassment:** Examples of harassment might include:

8.1 unwanted physical contact, ranging from touching or brushing against another individual's body; to assault or coercing sexual relations

8.2 unwelcome sexual advances, propositions or pressure for sexual activity

8.3 continued suggestions for social activity within or outside the workplace after it has been made clear that such suggestions are unwelcome

8.4 offensive or intimidating comments by colleagues or third parties

8.5 suggestions that sexual favours may further an individual's career or that refusal of sexual favours may hinder it

8.6 the display of pictures, objects or written materials that may be considered pornographic or offensive to particular ethnic or religious groups

8.7 conduct by colleagues or third parties that denigrates or ridicules an individual because of his or her sex, race, sexual orientation, disability, religion or age including abuse or insults about appearance or dress

8.8 insensitive jokes or pranks

8.9 shunning an individual, for example, by deliberately excluding him or her from conversation.

The list is not exhaustive and other behaviour may constitute harassment.

**9 Definition of bullying:** Bullying means offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power intended to undermine, humiliate, denigrate or injure a colleague. Bullying does not include legitimate and constructive criticism of your performance or behaviour, an occasionally raised voice, or an argument. Examples of bullying include ridiculing or demeaning others, particularly junior colleagues, overbearing supervision and unjustifiably excluding colleagues from meetings / communications.

**10 Conduct outside the workplace:** This policy covers harassment or bullying which occurs both in the workplace itself, cyber-bullying and in settings outside the workplace, such as trips, events or social functions organised for or on behalf of Canalside Radio and on or off the premises.

**11 Harassment by third parties:** This policy applies to acts of harassment which occur in the course of your work even if carried out by individuals who are not employees or volunteers of Canalside Radio. You should not be subjected to harassment by third parties. You should immediately report any instances of harassment by third parties to the Chairman or Station Manager.

**What to do if you have been bullied or harassed: informal procedure**

**12 Stage one:** If you consider that you are being bullied or harassed, you should initially attempt to resolve the problem informally, explaining clearly to the person responsible that the behaviour in question is not welcome and that it offends you or makes you uncomfortable.

**13 Stage two:** If stage one is too difficult or embarrassing for you to do on your own, you should seek support from the Station Manager. The Station manager will provide confidential advice and assistance to individuals who have been bullied or harassed and will assist in the resolution of any problems, whether through formal or informal means. If the person concerned is the Station Manager, you should ask the Chairman to speak to him or her.

**14 Stage three:** If the conduct continues or if it is not appropriate to resolve it informally, you should keep a record of any relevant incidents and follow the formal procedure set out below.

**15 Guidance:** If you are in any doubt as to whether an incident or series of incidents which have occurred constitute bullying or harassment, then in the first instance you should approach the Station Manager

confidentially, on an informal basis. They will be able to advise you as to how the matter should be dealt with.

#### **What to do if you have been bullied or harassed: formal procedure**

**16 Formal procedures:** The informal procedure may not be appropriate due to the nature of the harassment or bullying or because you do not feel able to talk directly to the person creating the problem. In these cases, or where the informal procedure has been unsuccessful, you should raise your complaint in writing with the Chairman or Station Manager, whose role is to achieve a solution wherever possible and to respect the confidentiality of all concerned. If the matter concerns the Chairman, you should refer it to a Director.

**17 Pursuing a complaint:** As a general principle, the decision to progress a complaint rests with you. However, Canalside Radio has a duty to protect all employees and volunteers and we may pursue a complaint independently if we consider it is appropriate to do so in all the circumstances.

**18 Necessary details:** If you wish to make a formal complaint, you should set out full details of the unwanted conduct in writing. These details should include the name of the harasser or bully, the nature of the harassment or bullying, the date(s) and time(s) when the harassment or bullying occurred, the names of any witnesses and any action taken so far to attempt to stop the harassment or bullying.

#### **Formal procedure: investigation**

**19 Conduct of investigation:** Complaints will be managed in a timely and confidential manner via an independent investigation to establish the details of what happened. Your name and the name of the alleged harasser will not be divulged other than on a "need to know" basis to those individuals involved in the investigation. At the outset, either the Chairman or Station Manager will investigate the complaint or will approach an individual with no prior involvement in the complaint to carry out an investigation. The investigation will be thorough, impartial and objective, and will be carried out with sensitivity and with due respect for the rights of all parties concerned.

**20 Conclusion:** At the conclusion of the investigation, the person investigating will prepare a report. You and the alleged harasser will be provided with a copy of the report together with any findings. You will be informed of your rights of appeal.

**21 Disciplinary sanctions:** If it is found that harassment or bullying has occurred, prompt action will be taken to stop the harassment or bullying immediately and prevent its recurrence. The findings will be dealt with under Canalside Radio's disciplinary procedure. Consideration will be given to whether the harasser or bully should be dismissed and, if not, whether he or she should remain in his or her current post or be transferred. Even where a complaint is not upheld, (for example, where evidence is inconclusive), consideration will be given to how the ongoing working relationship between you and the alleged harasser or bully should be managed.