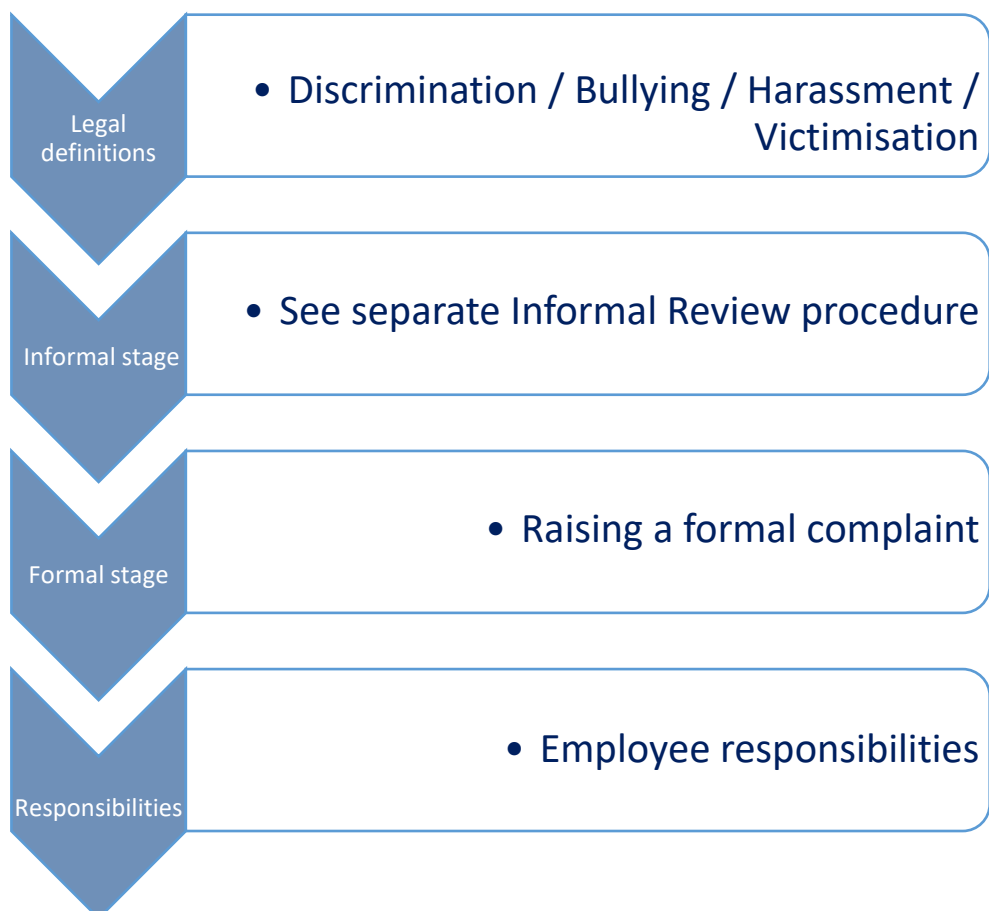


# DIGNITY AT WORK PROCEDURE



## PURPOSE OF THE PROCEDURE

1. The purpose of this procedure is to help maintain a work environment free of discrimination, harassment, bullying or victimisation where everyone is treated with dignity and respect. The University takes matters of this nature very seriously.

## SCOPE

2. This procedure covers employees, contractors, agency workers and anyone else the University engages to work for it. If the University does not employ the complainant or alleged perpetrator, the procedure will be applied with any necessary modifications, and with reference to associated internal procedures, e.g., Student Code of Conduct, and where appropriate, external public processes such as referral to the Police.
3. The work environment includes virtual and physical settings, work related settings outside the workplace such as field trips/events, and social media relating to work.

## DEFINITIONS

4. **DISCRIMINATION** can be direct or indirect by treating someone less favourably than another person because of a "protected characteristic". These are age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality and ethnic or national origins), sexual orientation, religion or belief, or being in a civil partnership.
5. **BULLYING** is offensive, intimidating, malicious or insulting behaviour, and/or an abuse or misuse of power that is meant to undermine, humiliate or injure the person on the receiving end. Examples of bullying would include picking on someone, or setting them up to fail, or making threats or comments about someone's job security without good reason.
6. **HARASSMENT** is unwanted conduct from others at work such as physical contact, serious assault, demeaning comments, unwelcome jokes or comments of a sexual or racial nature and related to relevant protected characteristics, that:
  - has the purpose of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person; or
  - is reasonably considered by that person to have the effect of violating their dignity or of creating an intimidating, hostile, degrading, humiliating or offensive environment for them, even if this effect was not intended by the person responsible for the conduct.
7. **VICTIMISATION** is where an employee is treated less favourably as a direct result of having raised a complaint or supported another employee who has raised a complaint and can continue after employment with the University has ended.

## **RAISING A COMPLAINT**

8. If an employee believes they are victim to any of the above situations, they should normally try to resolve the matter informally in the first instance, and may seek support from their manager, HR, staff, or union representative.
9. Managers are responsible for promptly handling any formal complaints raised, and may seek support from HR. However, should the complaint involve the manager, the complaint should be raised with HR and they will appoint an appropriate manager to handle the complaint.
10. The organisation will treat complaints sensitively and maintain confidentiality to the maximum extent possible. All complaints will be investigated swiftly to establish if further action is required under the University's Disciplinary Procedure, or other relevant procedures.
11. Employees have the right not to be victimised for raising a complaint, even if it is not upheld. However, making a complaint that is vexatious or untrue could result in disciplinary action against the employee.
12. Cases where discrimination, bullying, harassment or victimisation is established will be managed in accordance with the University's Disciplinary Procedure, normally as serious or gross misconduct and can potentially lead to dismissal.

## **EMPLOYEE RESPONSIBILITIES**

13. Any employee who believes they are observing any of the above situations within the workplace has the duty of care to report it to either their manager or HR and should not ignore any suspicion they may have. In some instances, employees who are being treated less favourably than others may not feel able to raise the matter for fear of retribution or being perceived as weak.
14. Employees can be held personally liable as well as, or instead of the university for any act of unlawful discrimination. Employees who commit serious acts of discrimination, bullying, harassment or victimisation may be guilty of a criminal offence.

## VERSION MANAGEMENT

<b>Responsible Department: Human Resources</b>			
<b>Approving Body: Operations Committee</b>			
<b>Version no.</b>	<b>Key Changes</b>	<b>Date of Approval</b>	<b>Date of Effect</b>
1.0	Initial approved version	November 2021	November 2021
1.1	Minor Change: Version formatted according to approved template	February 2024	February 2024
		<b>Restricted Access?</b> <i>Tick as appropriate:</i> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	