



## DIGNITY AT WORK POLICY

<b>Status</b>	Current	<b>Approval</b>	Full Governing Body
<b>Review frequency</b>	2 Years	<b>Author (role)</b>	Lucy Howe
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### Policy Statement

The school is committed to providing a workplace where all employees are treated with dignity. This means that all staff will be honoured and respected, and this policy outlines the expected behaviour of all employees and the school's approach to the management of concerns raised under this policy.

Discrimination, bullying, harassment and victimisation are not acceptable, will not be tolerated, and action will be taken if this occurs. Appropriate action may include formal action under the Disciplinary Policy.

By aspiring and striving to uphold the standards outlined in this policy, the school is demonstrating its commitment to the pursuit of equality, inclusion and diversity. (Please note, all references to "the school" in this policy and accompanying How to Guide, refer to our school community, led by the governors and the Headteacher and senior leadership team).

### Scope

The policy and the how to guide apply to all employees at the federation:

- Teachers
- Support staff
- Apprentices
- Students
- Third party staff

The policy and the how to guide do not apply to:

- Volunteers
- Contractors
- Agency workers

Whilst volunteers, contractors and agency workers are excluded from this policy and How to Guide, they should still be treated in line with the principles of this document and appropriate action taken where volunteers, contractors and agency workers do not act in accordance with the school's Dignity at Work policy.

Employees are actively encouraged to contact their professional association/trade union representative at the earliest opportunity to obtain advice and support at any point during this policy.

The school expects all parties to maintain confidentiality throughout the application of the policy.

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### **Zero Tolerance Statement**

The school is a diverse organisation. We take pride in promoting, valuing and celebrating diversity as an inclusive employer.

As a school serving Hampshire, we seek to ensure zero tolerance of harassment, discrimination, bullying and abuse and will respond promptly to any incidents of these.

We are committed to advancing equality and inclusion in all our responsibilities – as an employer, as a provider and commissioner of services, and as a partner in the local economy. All school staff, as well as staff delivering services we have arranged, are entitled to be treated with respect by those they work with or for.

### **Equality and Dignity at work**

The school is committed to ensuring a workplace where all employees are treated with dignity. Discrimination based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, or sex and sexual orientation is not acceptable. Equally, bullying, harassment and victimisation is not acceptable.

Employees who discriminate, bully, harass or victimise a colleague may find, where a claim is proven, that their actions break criminal as well as civil/ employment law and they become personally liable to pay compensation.

Where an employee is subject to discrimination, bullying, harassment or victimisation from pupils, parents/carers or members of the public the school will ensure they deal with these matters appropriately and robustly.

Definitions of the above terms can be found in the associated How to Guide.

### **Expected standards of behaviour**

#### **Expected behaviours and responsibilities for all employees and governors.**

To comply with the relevant standards of behaviour set out in the following (this list is not exhaustive):

- the Equality Act
- the school's Code of Conduct
- school policies
- professional Codes of Conduct applicable to the role, including the Teachers' Standards where relevant
- legislation applicable to the role
- DfE guidelines
- job description/role profile

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