

DIGNITY IN THE WORKPLACE POLICY

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EIA

Yes

Lead Officer

Vice Principal – Curriculum, Operations & External Relations

Review Officer

Head of HR

Version Control History

Reviewer	Date of Change	Summary of Revisions made
HR Manager	28/06/2022	Review approved by BoM
Head of HR / HR Business Partner	May 2026	- Updated format & structure to align with other Policies adding Policy statement, Roles & Responsibilities and Contents - Expanded the scope to show its not a contractual term. - Updated the legislative framework & relevant policies - Updated the definition of harassment in line with ACAS guidance

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1. Policy Statement

UHI Inverness is committed to developing and encouraging a working environment and culture whereby every member of staff has the right to work in an environment which is free from bullying and harassment.

The purpose of the Dignity in the Workplace Policy and Procedure is to highlight behaviours that could be construed as bullying or harassment in the workplace and outline the organisation's approach to managing bullying and harassment. The procedure will also explain what steps individuals can take if they encounter such behaviours.

It is important for staff to be aware that bullying and harassment will not be tolerated. Such behaviours will be treated in accordance with disciplinary policies and procedures, an outcome of which may result in dismissal.

Complaints relating to sexual misconduct can be brought at any time, without any indicative time limit.

The College also has a legal responsibility to ensure the health and safety of staff and provide a working environment which is free from unlawful discrimination. All individuals have a responsibility to respect the feelings and sensibilities of others in the workplace, and to behave in a way which does not cause offence.

2. Legislative Framework / Related Policies

Publicly available UHI Inverness policies and procedures can be accessed via our website: [About us – Publications](#). Staff and Board Members can access the full range of internal policies and procedures through the Quality SharePoint site.

- 2.1. Employment Rights Act 1996
- 2.2. Equality Act 2010
- 2.3. The Protection from Harassment Act 1997
- 2.4. The Human Rights Act 1998
- 2.5. The Health & Safety at Work Act 1974
- 2.6. UK General Data Protection Regulation
- 2.7. UK Data Protection Act 2018
- 2.8 The Employment Rights Act 2025
- 2.9 Worker Protection (Amendment of Equality Act 2010) Act 2023

2.10. Staff Disciplinary Policy and Procedure

2.11. Staff Grievance Policy and Procedure

2.12. Staff Code of Conduct Policy and Procedure

2.13. UHI Equality, Diversity and Inclusivity Policy

3. Scope

3.1 The Dignity in the Workplace Policy applies to all Staff. This includes employees, members of the board, agency workers, volunteers, interns and contractors.

3.2 The Dignity in the Workplace Policy and Procedure does not form part of any contract of employment or contract to provide services and the College may amend it at any time.

4. Definitions

Type	Definition
4.1 Bullying	Bullying may be characterised as 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 are provided in the Dignity in the Workplace Procedure
4.2 Harassment	In line with ACAS guidance, harassment is unwanted behaviour related to any of the following protected characteristics. • age • disability • gender reassignment • race • religion or belief • sex • sexual orientation To be harassment, the unwanted behaviour must have either: • violated the person's dignity • created an intimidating, hostile, degrading, humiliating or offensive environment for the person
4.3 Victimisation	Victimisation is a particular form of bullying and harassment, and occurs where an individual is subjected to a detriment because they have done, or are suspected of doing or intending to do any of the following protected acts: • Making a complaint alleging that a person has contravened the Equality Act 2010

	• Bringing proceedings under the Equality Act 2010; • Giving evidence as a witness in relation to a complaint or in connection with proceedings under the Equality Act 2010, or • Doing any other thing for the purposes of or in connection with the Equality Act 2010.
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5. Roles & Responsibilities

5.1. All Staff

- 5.1.1 All staff have a responsibility to comply with this policy and procedure to ensure that their behaviour towards colleagues does not cause offence and could not in any way be considered to be bullying or harassment.
- 5.1.2 It should also be highlighted that bullying, and harassment can result in legal liability for the perpetrator, as an individual. Harassment and bullying may result in disciplinary action up to and including dismissal.
- 5.1.3 Staff should also discourage bullying and harassment by making it clear that they find such behaviour unacceptable. Depending on the circumstances, this may include:
- intervening where they feel able to do so.
 - Supporting the victim to report it or reporting it on their behalf.
 - Reporting the incident where they feel there may be a continuing risk if it is not reported.
 - Cooperating in any investigation into an incident.
- 5.1.4 Anyone who witnesses unacceptable behaviour has a responsibility to take action, by raising the issue within their line management structure, with another manager or the HR department. All witnesses will be provided with appropriate support and will be protected from victimisation.

5.2. Managers

- 5.2.1 It is important that managers respond sensitively and supportively to any member of staff who makes an allegation of bullying or harassment and provide them with clear advice on the policy and procedure.
- 5.2.2 Managers also need to be aware that where they see unacceptable behaviour taking place, whether or not a complaint is made, they have a

responsibility to treat the matter seriously and take appropriate action e.g. intervening to eliminate the particular behaviour. They should also ensure that staff in general know how to raise problems, are aware of the policy and procedures, and of sources of help and advice which are available. For further guidance Managers should contact the HR department.

5.3. Human Resources Department

5.3.1 Members of the Human Resources department can be contacted by managers for advice and support when dealing with complaints. They can also advise individuals (those raising a complaint and those complained against) on the procedures and sources of help which are available.

6. Compliance

6.1 This policy and procedure must be complied with and will be audited regularly with reports going to the appropriate committee.

7. Monitoring

7.1 Each college policy will be monitored and its implementation evaluated.

7.2 Appropriate procedures for monitoring and evaluation are the responsibility of the lead officer. These procedures will be subject to audit by the Quality department.

8. Review

8.1. The policy and procedure will be reviewed every 3 years or sooner, to continue to meet UHI Inverness requirements and any legislative changes, and to ensure currency of content.