

# UHI | INVERNESS

## DIGNITY IN THE WORKPLACE

**POLICY REFERENCE: PL/HR/2022/003**

Lead Officer	Assistant Principal - Operations and External Relations
Review Officer	HR Manager
Date first approved by BoM	09 March 2009
First Review Date	May 2010
Date review approved by BoM	28 <sup>th</sup> June 2022
Next Review Date	June 2025
Equality impact assessment	Yes
Further information (where relevant)	

Reviewer	Date	Review Action/Impact
HR Manager	28/06/2022	Review approved by BoM

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## **1. Policy Statement**

The College 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 in 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**

- 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. Staff Disciplinary Procedure
- 2.9. Staff Grievance Procedure
- 2.10. Staff Code of Conduct Policy
- 2.11. Inverness College's Guidance for Staff in Challenging Inappropriate Behaviour

## **3. Scope**

- 3.1. The Dignity in the Workplace Policy applies to all Staff.

## **4. Compliance**

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

## **5. Monitoring**

- 5.1. Each college policy will be monitored and its implementation evaluated.
- 5.2. Appropriate procedures for monitoring and evaluation are the responsibility of the lead officer. These procedures will be subject to audit by the Quality Unit.

## **6. Review**

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