

 Employment – September 16th 2015		Agenda Item No. <h1 style="text-align: center;">4</h1>
Title	Dignity at Work Policy and Procedure	
For further information about this report please contact	Tarandeep Mahal Senior HR Officer 01926 456682	
Wards of the District directly affected	None	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number	None	
Background Papers	None	

Contrary to the policy framework:	Yes/No
Contrary to the budgetary framework:	Yes/No
Key Decision?	Yes/No
Included within the Forward Plan? (If yes include reference number)	Yes/No
Equality & Sustainability Impact Assessment Undertaken	Yes/No (If No state why below)

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	September 2015	CMT
Head of Service	September 2015	
CMT	September 2015	As above
Section 151 Officer	September 2015	Mike Snow
Monitoring Officer	September 2015	Andy Jones
Finance	September 2015	Mike Snow
Portfolio Holder(s)	September 2015	Cllr Mobbs
Consultation & Community Engagement		
Consultation with GMB and Unison completed		
Final Decision?		Yes/No
Suggested next steps (if not final decision please set out below)		

1. **SUMMARY**

- 1.1 The report presents the Council's Dignity at Work Policy and Procedure. It sets out the authority's policy to support procedures that highlight both informal and formal approaches to maintain all employees' dignity at work.
- 1.2 The report summarises the need for the Dignity at Work Policy and Procedure to be more explicit in the area of employee dignity in and outside of work whilst representing the Council.

2. **RECOMMENDATION**

- 2.1 That Employment Committee approve the Dignity at Work Policy and Procedure – at Appendix 1

3. **REASONS FOR THE RECOMMENDATION**

- 3.1 As part of an ongoing review of Council's policies and their application the Dignity at Work Policy and Procedure is supplementary to the existing Disciplinary Procedure. This will allow for a more robust approach to how we support staff and managers in relation to bullying and harassment.

4. **POLICY FRAMEWORK**

- 4.1 **Policy Framework** – These recommendations do not change the policies underpinning this procedure.
- 4.2 **Fit for the Future** – The report is not contrary to the aims of the Fit for the Future programme of work.

5. **BUDGETARY FRAMEWORK**

- 5.1 There is not an impact on the Budgetary Framework.

6. **ALTERNATIVE OPTION(S) CONSIDERED**

- 6.1 To not instigate the procedure and continue to utilise the guidance in the Disciplinary Procedure. The current procedures do not provide enough emphasis on informally resolving matters at earlier stages within difficult staff relationships.

7. **BACKGROUND**

- 7.1 The Council is committed to maintaining a work place that encourages and supports the right to dignity at work.
- 7.2 **Main Points from the Dignity at Work Policy and Procedure:**
 - 7.2.1 To prevent bullying and harassment at work in a confidential and professional manner.
 - 7.2.2 Any issues directly related to the Equality Act 2010 and the associated characteristics: sex, race, religion or belief, disability, sexual orientation, age,

gender reassignment, marriage or civil partnership, pregnancy and maternity or any other personal characteristic.

- 7.2.3 The focus is on actions as part of early intervention to support a more prompt approach to resolutions.
- 7.2.4 Options are highlighted as part of the resolutions with a key emphasis around mediation and the benefits this approach can achieve
- 7.2.5 HR will continue to provide support, advice and guidance throughout.