

## Dignity at Durham SU

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| <b>Policy Name:</b>       | Dignity at Durham SU         |                        |               |
| <b>Approval Date:</b>     | 4 March 2020                 | <b>To Be Reviewed:</b> | Every 3 years |
| <b>Approved By:</b>       | People and Culture Committee |                        |               |
| <b>Noted / Endorsed:</b>  | Senior Leadership Team       |                        |               |
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| <b>Related Policies:</b>  | a)                           |                        |               |

| REVIEW HISTORY |                        |           |       |
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| Date           | Name                   | Signature | Notes |
| November 2019  | Atkinson HR Consulting |           |       |
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### Dignity at Durham Policy Statement:

Durham SU is committed to providing a working environment free from unacceptable behaviour. We aim to ensure that all staff are treated, and treat others, with dignity and respect. This policy covers bullying, harassment, victimisation or discrimination which occurs at work and out of the workplace, including on work trips or at work-related events or social functions.

### About this Policy

This document details Durham SU policy regarding Bullying, Harassment, Victimisation and Discrimination.

### Who this Policy applies to

This policy applies to all full and part-time employees of Durham SU.

This policy does not form part of the contract of employment and may be amended at any time.

## 1. Durham SU Commitment

- 1.1. Durham SU is committed to ensuring equal opportunities and fair treatment in the workplace for its entire staff. This policy has been written to enable Durham SU to provide a working environment in which all staff feel comfortable and in which everyone is treated with respect and dignity, regardless of age, disability or mental health, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation or any other personal factor or quality.
- 1.2. Durham SU regards all forms of discrimination, bullying, harassment and victimisation as unacceptable behaviour, and any employee who is found to have harassed or bullied a colleague will be liable to disciplinary action, up to and including, summary dismissal.

## 2. Definitions

**Protected Characteristics** - Is the term used for equality groups in the Equality Act 2010. These being - age, disability, gender reassignment, race, ethnic and national origin, religion or belief (Including lack of belief), sex, sexual orientation, marriage and civil partnership and pregnancy and maternity.

**Harassment** - Harassment is unwanted conduct which adversely affects the dignity of individuals in the workplace. It may be persistent or a single isolated incident. The key is that the actions or comments are viewed as hostile or intimidating, demeaning and unacceptable to the recipient. Employees can also complain of behaviour that they find offensive even if it is not directed at them, but at another member of staff.

Harassment may have either the purpose or effect of violating an individual's dignity, or create an intimidating, hostile, degrading, humiliating or offensive environment for that individual.

**Bullying** - Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient. While bullying and harassment are related, bullying is usually intentional.

**Discrimination** - Discrimination takes place when an individual or a group of people is treated less favourably than others because of their race, gender, gender reassignment, marital status, status as a civil partner, disability, age, religion or belief, sexual orientation or other factors unrelated to their ability or potential.

**Victimisation** - Occurs when an individual is treated less favourably because they have exercised their rights under the policy or relevant legislation, intend to complain or have given evidence or information about a situation involving discrimination.

## 3. Unacceptable behaviour

- 3.1. Durham SU defines behaviour as being unacceptable if:
  - It is unwanted by the recipient,
  - It has the purpose or effect of violating the recipient's dignity and/or creating an intimidating, hostile, degrading, humiliating or offensive environment, and

- Having regard to all the circumstances, including the recipient's perception, it was reasonable for the behaviour to have that effect

3.2. Individual differences can sometimes mean that what is perceived by one individual as harassment or bullying may not necessarily be perceived in the same way by another. It should be noted therefore, that when deciding whether bullying or harassment has occurred, the impact on the individual and whether the behaviour is unacceptable by normal standards will be the focus, rather than motive or intent.

## **4. Roles and Responsibilities**

- 4.1. It is the responsibility of every member of staff to help us achieve an inclusive and supportive environment, and to promote good working relationships by having respect for all others. All members of staff have a personal responsibility to ensure that their own conduct does not cause offence.
- 4.2. Managers are responsible for ensuring that harassment, discrimination, bullying and victimisation is not permitted, that any incidents that arise are dealt with firmly and fairly, and that any investigations are carried out in line with the correct procedures.
- 4.3. Line managers should be responsive and supportive towards any worker who raises a complaint of harassment or bullying. The Senior Leadership Team will assist any line manager in dealing with complaints of harassment or bullying. All incidents of harassment/bullying should, in any event, be reported to the Senior Leadership Team.

## **5. Complaints**

- 5.1. Durham SU will take any complaints of discrimination, harassment, bullying or victimisation seriously.
- 5.2. If you believe that you have suffered any form of unacceptable behaviour or have witnessed unacceptable behaviour but are not a direct victim, you should follow the steps outlined in the Grievance Procedure.
- 5.3. If, following investigation, an employee is found to have discriminated against, harassed, bullied or victimised another individual, they will be subject to disciplinary action, which may include summary dismissal.