

BUCKLAND PARISH COUNCIL

DIGNITY AT WORK POLICY

1. Introduction

- 1.1 Buckland Parish Council is committed to creating a working environment where all Council employees, Councillors, contractors and others who come into contact with the Council in the course of our work are treated with dignity, respect and courtesy.
- 1.2 Buckland Parish Council will not tolerate bullying or harassment of any of its employees by councillors, other employees, contractors, visitors to the parish council, members of the public or users of Council facilities and is committed to the elimination of any form of intimidation in the workplace
- 1.3 Buckland Parish Council recognises that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues and this policy sets out how concerns will be managed. However, the emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process.
- 1.4 The purpose of this policy is to:
 - explain how the Council will respond to complaints of bullying or harassment;
 - ensure that the Council responds sensitively and promptly; and,
 - support employees in ensuring any behaviour does not amount to bullying and/or harassment by giving examples.

2. Scope

- 2.1 This policy covers bullying and harassment of Clerks, and other employees of Buckland Parish Council.
- 2.2 Should agency staff or contractors have a complaint connected to their engagement with the Council, this should be raised to the Clerk or the Chair of the Council in the first instance. Should the complaint be about the Chair of the Council, the complaint should be reported to any other Member of the Parish Council.
- 2.3 Agency staff or contractors are expected to treat Council colleagues and other representatives and stakeholders with dignity and respect, and the Council may terminate the contract without notice where there are suspicions of harassment or bullying.
- 2.4 Complaints about other employment matters will be managed under the Council's Grievance Policy.

3. Council's Position on Bullying & Harassment

- 3.1 All staff and Council members are entitled to be treated with dignity, respect and courtesy within the workplace and not to experience any form of discrimination. Buckland Parish Council will not tolerate bullying or harassment in the workplace or at work-related events outside the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether harm is intended or not. Neither will the Council tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying.

- 3.2 The Council expects all Members of the Council to treat each other with respect and uphold the values of the Code of Conduct, Equality and Diversity Policy and all other policies and procedures set by the Council.
- 3.3 The Council expects respect to be demonstrated by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation, thanks and kindness to all.
- 3.4 Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and in confidence. Further details are given in the Council's Grievance Policy.
- 3.5 Buckland Parish Council will assume that all complaints of bullying harassment are made in good faith. Any malicious allegations will be dealt with under the Council's disciplinary procedure.

Adopted and approved June 2024