

DIGNITY AT WORK POLICY

Rationale

Everyone is entitled to be treated with dignity and respect at work. Forfar ELCC and Angus Council have a duty of care to protect its employees from being harassed or bullied, as far as it is possible to do so. This duty of care includes protecting staff against harassment or bullying behaviour from colleagues and service users. Bullying and harassment can take place outwith the normal workplace – such as online or via social media – and in such instances where this is connected to work, or relationships with individuals at work, this is within the scope of this policy. Forfar ELCC aims to create a working environment in which employees are treated with respect, in a manner that allows them to maintain their dignity at all times and where there is zero tolerance of harassment and bullying. The emphasis of this policy is on resolving issues and mediation before progressing to formal procedures.

This guidance will help providers and staff to take into account the relevant Health and Social Care Standards:

- 1.1 I am accepted and valued whatever my needs, ability, age, faith, mental health status, race, background or sexual orientation.
- 2.15 I am enabled to resolve conflict, agree rules and build positive relationships with other people as much as I can.
- 3.3 I have agreed clear expectations with people about how we behave towards each other, and these are respected.
- 4.21 If I have a concern or complaint, this will be discussed with me and acted on without negative consequence for me.

This guidance will help providers and staff to take into account the relevant Quality Indicators from How Good is our Early Learning and Childcare: [How Good Is Our Early Learning and Childcare](#)

- 1.4 Leadership and management of practitioners
- 3.1 Ensuring wellbeing, equality and inclusion

This policy will be monitored by / through: Complaints, reviews, consultation with staff and annual review of policies

This policy will be reviewed in:	12 months
Review Date:	August 2024
Reviewed By:	Management

AIMS	OUTCOMES	IMPLEMENTATION
<ul style="list-style-type: none"> • Employees will be treated, and will treat each other, with respect • Employees are valued and believe that people act with respect and regard of others 	<ul style="list-style-type: none"> • Employees are aware of how to formally raise a Dignity at Work related complaint and there is trust that it will be dealt with appropriately • Managers are aware of the procedure to deal with Dignity at Work related complaints and do so effectively • All staff will treat colleagues with dignity and respect 	<ul style="list-style-type: none"> • Managers to ensure there is a positive team working environment which motivates and focusses employees and is free from bullying and harassment • Managers/staff can challenge inappropriate behaviour and/or banter, preferably at the time it is demonstrated • All staff to attend and complete any relevant training, for example, equalities training • Staff to be aware of how their own behaviour may affect others and change it, if necessary • Staff to be aware of and adhere to the Electronic Communication, Social Media and Mobile Phone Policy