

Respect and Personal Dignity Policy	
Reference: GN29	Effective date: 1 November 2013
Page no: 1 of 3	Approved: 7 June 2022
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Introduction

Everyone should be treated with respect and dignity at work. The diversity of our community is one of our greatest strengths and we are committed to providing a working environment which is responsive to the varied needs of its members. All staff, volunteers and consultants should be able to work in a safe environment founded on mutual respect without feeling threatened or demeaned by anyone else. Bullying and harassment of any kind are in no-one's interest and will not be tolerated in the workplace. Equally staff should not behave in a manner which would make others feel uncomfortable through use of alcohol or drugs.

Scope

This policy applies to:

- ◆ All staff and apprentices
- ◆ All volunteers
- ◆ All consultants

This policy applies within the workplace and between all those with whom there is a professional relationship regardless of physical location.

Definitions

Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour. It is unlikely to be an isolated occurrence. It may include, but is not limited to:

- ◆ Conduct which is intimidating, physically abusive or threatening
- ◆ Conduct that denigrates, ridicules or humiliates an individual, especially in front of colleagues
- ◆ Picking on one person when there is a common problem
- ◆ Shouting at an individual to get things done
- ◆ Consistently undermining someone and their ability to do the job
- ◆ Setting unrealistic targets or excessive workloads
- ◆ "Cyber bullying" ie bullying via electronic means. (This is also important where employees are working remotely and are managed by e-mail. Care and sensitivity should be practised with regard to the choice of context and language).
- ◆ Setting an individual up to fail eg by giving inadequate instructions or unreasonable deadlines.

Harassment in general terms is unwanted conduct affecting the dignity of people in the workplace. It may be isolated or repetitive. It may include but is not limited to:

- ◆ Physical contact – ranging from touching to serious assault, gestures, intimidation, aggressive behaviour.
- ◆ Verbal – unwelcome remarks, suggestions and propositions, malicious gossip, jokes and banter, offensive language.
- ◆ Non-verbal – offensive literature or pictures, graffiti and computer imagery, isolation or non-co-operation and exclusion or isolation from social activities.

The farm has a zero tolerance approach to poor behaviour and attitude, including manifest disrespect towards colleagues. Line managers will raise any concerns with an individual staff member if they show

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poor behaviour and/or attitude, including disrespecting colleagues. This will be recorded and discussed at the earliest opportunity through supervision (one-to-one meetings). If the poor behaviour and attitude continues then a formal capability procedure will be used. This is also highlighted in the Performance Management policy.

Harassment and bullying may be summarised as any behaviour that is unwanted by the person to whom it is directed. It is the impact of the behaviour rather than the intent of the perpetrator that is the determinant as to whether harassment or bullying has occurred.

The Law

Harassment may be unlawful under the Sex Discrimination Act 1975, the Race Relations Act 1976, the Health and Safety at Work Act 1974, the Disability Discrimination Act 1995, the Protection from Harassment Act 1997, the Human Rights Act 1998, the Employment Equality Regulations (Religion or Belief and Sexual Orientation) 2003, and a criminal offence under the Criminal Justice and Public Order Act 1994 or other areas of criminal or civil legislation.

Procedures

We encourage all staff, volunteers and consultants to raise issue of harassment or bullying. Such allegations will be taken seriously and investigated promptly.

Informal resolution

Very often people are not aware that their behaviour is unwelcome or misunderstood and an informal discussion can lead to greater understanding and agreement that the behaviour will cease.

Complainants are therefore encouraged to try, if they feel able to do so, to resolve the problem informally by making it clear to the alleged harasser that his/her actions are unwanted and should not be repeated. This may be done verbally or in writing in which case the complainant should keep a copy of the documentation and, where possible, the times and dates of incidents should be recorded and shared with their line manager and or the Office Manager.

An individual who is made aware that their behaviour is unacceptable should:-

- ◆ Listen carefully to the complaints and the particular concerns raised;
- ◆ Respect the other person's point of view: everyone has a right to work in an environment free from harassment/intimidation;
- ◆ Understand and acknowledge that it is the other person's reaction/perception to another's behaviour that is important;
- ◆ Agree the aspects of behaviour that will change;
- ◆ Review their general conduct/behaviour at work and with workplace colleagues.

If the complainant feels unable to approach the alleged harasser, they should speak directly to their line manager or the Office Manager. The Office Manager will decide whether a formal resolution is required.

Formal resolution

If you feel you are subject to harassment or bullying or you would like to report harassment or bullying please see the Grievance Policy GN08 or Whistle Blowing Policy GN24 for information and procedures. Please also see the Site Security policy GN26.

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Alcohol and Drug Abuse

Illegal use of drugs, consumption of alcohol during working time or arriving at work under the influence of alcohol or drugs is a serious offence and may be considered as gross misconduct and dealt with under the disciplinary procedure. If you have a problem, however, with either drink or drugs; or you suspect that a colleague may have, then you should discuss it with your manager or the Office Manager.