



# **DIGNITY AT WORK POLICY**

Date: September 2015

Version: Approved

# DIGNITY AT WORK POLICY

## 1. Introduction

- 1.1. Central Scotland Valuation Joint Board (CSVJB) recognises that, both as an employer and service provider, it has a duty to ensure that there is an open and honest working environment where everyone is treated with dignity and respect.
- 1.2. The aim of this policy and associated procedure is to highlight the importance of dignity in the workplace to CSVJB and to inform staff of the options available to them if they are subject to bullying and/or harassment as well as ensuring that those responsible for managing and supporting employees are aware of their responsibilities.

## 2. Policy Statement

- 2.1. CSVJB is committed to creating a safe working environment free from harassment and bullying, where everyone is treated with dignity and respect and where complaints of harassment are dealt with quickly, positively and confidentially even where the harassment is not directed at the complainant.
- 2.2. Every member of staff should be treated equally, irrespective of their age, disability, ethnic origin, gender reassignment, marriage and civil partnership, race, religion, pregnancy and maternity, sex, sexual orientation or other difference such as social background, working pattern or trade union activity
- 2.3. CSVJB aims to develop a culture in which unacceptable behaviour is not tolerated and that all employees feel confident in bringing forward complaints of harassment and bullying without fear of victimisation
- 2.4. Claims of unacceptable behaviour will be taken seriously and all staff will be supported when raising concerns. Any instances of unacceptable behaviour which fall within the scope of the procedure will be dealt with in line with CSVJB's disciplinary procedure and may be regarded as gross misconduct which may lead to dismissal.

### 3. Monitoring and Review

3.1. The Management Team will monitor the effectiveness of the procedures on an ongoing basis. Changes may result from employee, management and union feedback and/or from changes in employment legislation. Revisions and updates will be implemented by CSVJB following consultation with Staff Consultation Forum, recognised Trade Union and Clackmannanshire Council HR Services.

Policy Name	Dignity at Work Policy
	Assistant Assessor
Equality Impact Assessment	
Full EQIA required	Yes <input type="checkbox"/> No* <input checked="" type="checkbox"/>
* In no please provide rationale Policy applies equally to all CSVJB employees and does not negatively impact on any group which falls within any of the 9 protected characteristics	
Date Full EQAI complete	N/A
Date Approved	
Review Date	