



DIGNITY & RESPECT AT WORK POLICY

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This document applies to all schools and operations of the Galileo Multi Academy Trust: www.galileotrust.co.uk

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1. Introduction

Galileo Multi Academy Trust promotes and encourages positive working relationships and seeks to create an environment that is open, inclusive and where employees feel able to raise concerns regarding their employment in an appropriate way.

The Trust recognises the importance of their workforce in the provision of quality services to our communities and is committed to promoting a supportive working environment where our employees are treated with consideration, dignity, and respect, free from harassment, bullying and victimisation.

Complaints of harassment, bullying or victimisation will be taken very seriously and will be dealt with promptly. Strict confidentiality will be maintained throughout the process and information relating to complaints will only be shared with relevant parties.

Galileo Multi Academy Trust views harassment of its employees by any third parties as unacceptable. The Trust encourages its employees to report incidents to the Headteacher. These complaints will be taken seriously and in the most appropriate way.

The Trust will not tolerate or condone harassment, bullying, or victimisation in any form.

'Headteacher' is used throughout this policy. Where an employee is a member of the Central Trust team, they should approach their line manager. Where the employee is the Headteacher, they should approach the Chief Executive Officer.

This document will be subject to review in line with future legislative changes.

2. Scope

This policy applies to all employees of Galileo Multi Academy Trust, volunteers, governors, and members of the Trust Board. This also includes agency workers, consultants and the self-employed.

In addition to all conduct within the workplace, this policy applies to conduct outside of the workplace, including, but not limited to, meetings, social events, expression of views on social media etc.

3. Policy Aims

This policy aims to:

- Enable all employees to be treated with dignity and respect in the workplace
- Ensure that employees understand their right not to tolerate unwanted behaviour
- Promote an organisational culture which is free from hostility and intimidating behaviour
- Provide a framework for the Trust to follow in a fair and transparent manner, and an effective, efficient, and consistent approach

This policy provides the means for employees to raise genuine concerns and have them dealt with fairly and objectively without fear of recrimination, and as a means of

resolving problems at work. Any false allegations may be dealt with under the Trusts disciplinary policy.

4. Responsibilities

Galileo Multi Academy Trust has a responsibility for preventing bullying and harassing behaviour and a failure to act may breach the Health and Safety at Work Act 1974 which states that employers are responsible for the health, safety and welfare at work of all employees.

Headteachers and any employee with line management duties have:

- A responsibility to lead by example to develop a culture where everyone is treated with dignity and respect
- A responsibility to bring this policy to the attention of all employees and ensure that all employees understand that harassment, victimisation, and bullying will not be tolerated
- Responsibility for managing employees effectively to try to prevent situations from occurring and challenge all inappropriate behaviour
- Take immediate action to deal appropriately with any breach of this policy and ensure records are kept of any incident

All employees should:

- Comply with this policy
- Ensure they treat everyone with dignity and respect and must not behave in ways which may cause offence
- Take personal responsibility for their own conduct and behaviour
- Report any incidents to the Headteacher if they are subject to, or witness something that is harassment, victimisation, or bullying

As an employee of Galileo Multi Academy Trust, you must not:

- Discriminate unfairly in any aspect of your work and / or people management
- Bully, harass or otherwise intimidate members of staff
- Induce other members of staff to discriminate

All Trust employees or volunteers should understand that they, as well as the Trust, can be held liable of acts of bullying, harassment, victimisation, and unlawful discrimination in the course of their employment against fellow employees, volunteers, stakeholders and the public.

Any employee found to be in breach of this policy as a result of behaviour, conduct or comments will be subject to disciplinary proceedings.

The Trust will not tolerate or condone harassment, bullying, or victimisation in any form.

5. Unacceptable Behaviour

If the behaviour of an individual employee or group of employees is unwarranted and unwelcome it can be addressed under this policy. It is important to note that it is the perception of the individual that is taken into consideration. What one person may regard as acceptable may be unacceptable to another person.

Examples of unacceptable behaviour may include:

- Physical contact ranging from touching to serious assault
- Verbal and written harassment through pictures, jokes, offensive language, innuendoes, gossip, slander, letters or electronic messages through a computer or smart device
- Displaying inappropriate materials including posters, calendars etc
- Isolation of individuals through their exclusion from a group or departmental activities
- Coercion ranging from pressure to participate in political or religious groups or sexual favours
- Intrusion by pestering, spying, or stalking
- Intimidating behaviour or abuse of power

Positive and clear management action, providing it is taken in a fair and consistent way, does not constitute bullying or harassment.

Harassment

Harassment is 'unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individuals' dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual'. It is important to remember that it is not the intention of the harasser but how the recipient perceives their behaviour, which determines whether harassment has occurred.

Description	Examples
<p>Can take various forms, it can be unwanted physical or verbal contact and may be in a face-to-face setting, telephone, in written or electronic communications.</p> <p>As part of any investigation an objective assessment will need to be made as to whether the behaviour being complained about can reasonably be regarded as harassment.</p>	<ul style="list-style-type: none">• Crude language, offensive jokes, suggestive remarks, innuendos, vulgar comments, malicious gossip,• Obscene gestures, sexually suggestive posters, offensive correspondence, e-mails, or text messages,• Unnecessary touching, pinching, patting, assault, and intimidating behaviour,• Pressure for sexual favours, pressure to participate in political or religious groups,• Ignoring and excluding someone,• Stalking, pestering, and spying

Victimisation

Victimisation is where an employee is treated less favourably than others because they have asserted legal rights or made a complaint against their employer or assisted a colleague in doing so.

Description	Examples
Treating someone else less favourable than another person because they: <ul style="list-style-type: none">• Made in good faith, a claim of harassment or bullying• Complained in some other way, that they have been discriminated against, bullied, or harassed• Helped another person who is making a claim under the policy by providing evidence or support	<ul style="list-style-type: none">• Refusing an opportunity because that person has previously raised an issue of harassment• Limiting a person's development opportunities because they have given information in a case of discrimination.

Bullying

Bullying in the workplace often results from a misuse of individual power, derived from status, position or force of personality. Bullying is unwanted behaviour that makes an employee feel intimidated, degraded, humiliated, or offended.

Description	Examples
Characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate, or injure the recipient.	<ul style="list-style-type: none">• Criticism of personal or professional performance that cannot be evidenced• Shouting at someone• Criticising people in front of others• Spreading malicious rumours or making malicious allegations• Ignoring or excluding someone from the team / group

Cyber bullying

Cyber bullying is perpetrated via a technological medium and with the increasing use of e-mails, social media, and the internet this increases the potential for bullying, harassing and victimising behaviour.

Cyber bullying can take many forms, including, but not restricted to:

- Sending threatening or aggressive messages or e-mails
- Sending inappropriate and / or discriminatory comments or jokes
- Making threats or comments about an individual's job security
- Making derogatory remarks about someone's work
- Sending multiple e-mails to someone in a short space of time when it is not appropriate to do so

- Giving negative feedback via email when it would be more appropriate to do so in person
- Making suggestive remarks or innuendo
- Placing the reputation of an individual or Galileo Multi Academy Trust in a bad light
- Posting messages, comments, photographs, and videos on social networking sites, including those by association

Some individuals may feel more comfortable expressing views via e-mail, and there is the potential that these come across as dismissive or rude when they were not intended that way. This is a disadvantage of communication where the recipient does not see non-verbal cues.

Galileo Multi Academy Trust views the act of sending any disrespectful, bullying, harassing and victimising behaviour through electronic correspondence as unacceptable, including disrespectful, bullying, harassing and victimising correspondence sent or received outside of normal working hours.

6. The Equality Act 2010

Every employee is entitled to a working environment that promotes dignity, equality, and respect for all. Galileo Multi Academy Trust will not tolerate any acts of unlawful or unfair discrimination in relation to an employee or job applicant because of an Equality Act 2010 protected characteristic:

- Sex
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Disability
- Sexual orientation
- Religion and / or belief
- Age

Please refer to the Trusts equal opportunities policy for further details.

7. Management style

Direct management / personal style may be perceived by some staff as bullying or harassment. Although the Trust will not tolerate any form of bullying, harassment, or victimisation we recognise and support Headteachers and any other responsible person who are required to hold others to account for issues such as capability or conduct.

Headteachers should approach issues in a constructive way regarding conduct and performance without fear of being accused of bullying or harassment, and legitimate and constructive criticism of an employee's behaviour or performance at work by a Headteacher is not bullying or harassment.

8. Anonymous allegations

Concerns can be expressed anonymously; however, they will be treated with caution and consideration at the discretion of the Trust, taking into consideration:

- The seriousness of the issues raised
- The credibility of the concern
- The likelihood of obtaining the necessary information and confirmation of the allegation

Serious concerns about any aspect of service provision or the conduct of any employee of Galileo Multi Academy Trust of people acting on behalf of the Trust can be raised through the Trust's whistleblowing policy. This may be as a result of any suspicion of malpractice or wrongdoing in any aspect of the Trusts provision, and may be something that:

- Makes an individual feel uncomfortable in terms of known standards, their experience, or the standards they believe the Trust subscribes to
- Is against the Trust's policies and procedures
- Falls below established standards of practice
- Amounts to improper conduct
- Threatens the reputation and standing of the Trust

9. Deliberately false or malicious allegations

Where an allegation is made in good faith but is not subsequently confirmed by an investigation, the Trust will recognise the employees concern and they will have nothing to fear.

The Trust will, however, view any deliberately false or malicious allegations as a serious disciplinary offence which could result in the dismissal of the individual if they are a Trust worker.

Where a malicious or unfounded allegation is made, the Trust will try to ensure the negative impact of this is minimised, however it must be acknowledged that it may not be possible to prevent all of the repercussions potentially involved.

10. How to raise a concern

Where possible, and if appropriate, the Trust encourages its employees to try to raise incidents of bullying, harassment, or victimisation informally in the first instance with the aim to resolve disputes early. Informal resolution can often help resolve matters more swiftly and help reduce the emotional impact on those involved.

Where an employee thinks they are the subject of bullying, harassment, or victimisation they can:

- Ask the person to stop
- Ask for help

If after exploring the informal process the issue has not been addressed satisfactorily, an employee may wish to raise a formal complaint. Complaints raised where an

employee is unhappy about their treatment at work will be handled as grievances under the Trust's employee grievance policy.

We encourage employees to raise concerns with their Headteacher (for employees) or the Chair of Trustees (for a member or trustee). Where the employee believes their immediate point of contact is involved in the matter concerned, or the normal channels of communication are inappropriate for some reason, they should approach the Chief Executive Officer. If they believe the Chief Executive Officer is involved, they should approach the Chair of Trustees.

The earlier the concern is raised the easier it is for the Trust to act. Short term redeployment may be considered for the alleged victim whilst a claim of bullying, harassment or victimisation is investigated. In some cases, it may be more appropriate to redeploy the alleged harasser.

Where it is identified that there is sufficient evidence or unacceptable conduct, the Trust may investigate this under the Trust's disciplinary policy.

The employee may wish to seek guidance from their trade union or professional association.

11. How the Trust will respond

The action taken by the Trust will depend on the nature of the concern.

The majority of potential bullying, harassment and grievance issues can be resolved informally. It is important that all parties involved in the case attempt to do so as quickly as possible.

Informal processes could include the involvement of the Headteacher who will meet with the employee to clarify the issues, establish the desired outcome, and agree a strategy and action plan to resolve the issue. Whilst there is no formal right for an employee to be accompanied to informal meetings, a request from the employee for this will be accommodated.

Where informal resolution has been exhausted the employee should raise any formal bullying and harassment grievances in writing in line with the Trust's employee grievance policy.

Headteachers will ensure that the information relating to the complaint is shared only with relevant parties and both the complainant and alleged harasser will be advised of the outcome of any informal procedure by letter.

12. Employee monitoring

Employees of Galileo Multi Academy Trust do not have a right to privacy in respect of work issues, and the Trust reserves the right to monitor, intercept and review, without further notice, staff activities using our ICT resources and communications systems.

Where the Trust has reasonable grounds to suspect or is in receipt of a complaint which breaches any aspect of this policy, an investigation will be undertaken which may relate to social media and e-mails sent from Trust and personal accounts.

13. Data protection

The Trust will process personal data in accordance with its data protection policy. Any data collected from the point at which the complaint is received is held securely and accessed by, and disclosed to, individuals only for the purposes of managing the complaint.

The Trust will disclose information to a third party where there is a legal obligation to do so or where the Trust needs to comply with contractual duties.