

DIGNITY & RESPECT AT WORK POLICY

All Parish Council Councillors and Employees are encouraged to treat colleagues and visitors with dignity and respect.

This can be done by:

- Respecting an individual's rights including the right to be different
- Respecting an individual's beliefs and feelings
- Treating others as we would wish to be treated ourselves
- Ensuring that we behave in a way that does not cause a colleague or visitor offence or distress
- Making it acceptable for individuals to voice an honest opinion or share a problem
- Valuing colleagues and their talents and engaging with them
- Listening to what people say in a sympathetic and understanding way
- Helping new arrivals find their way around
- Adopting a positive and supportive attitude to those who may be struggling through lack of knowledge or skill
- Being patient with those who are learning

Certain behaviours are not acceptable in the workplace. These include:

- Persistent intimidation or demoralisation of others including, but not restricted to, undermining activities, gossiping, disparagement and defamation whether overtly or covertly.
- Victimisation, name calling, using abusive or obscene language to others
- Public criticism
- Unfair work allocation
- Unwelcome flirtations, advances or propositions
- Unwelcome sexual attention including suggestive or over familiar behaviour
- Implying that an individual's career may be affected by granting [or not granting] favours
- Intrusive or persistent questioning on, or highlighting to others, a person's race, culture, disability, religion or sexual orientation
- The display or circulation of sexually suggestive or racially offensive material or jokes

Any concerns on these issues should be raised with the Parish Clerk