



## Holly Park School Dignity at Work Policy

Holly Park School is committed to building an inclusive working culture and empowering all employees to meaningfully contribute to developing its services.

The School believes that all employees are entitled to be treated with dignity and respect, and to work in a workplace which is free of harassment, bullying, victimisation, and unlawful discrimination (please see Appendix 1 for the relevant definitions).

Harassment, bullying, victimisation, and unlawful discrimination can have very serious consequences for individuals and for the School. Such behaviours may seriously affect an individual, cause them stress and impact their health, family, and social relationships. They may have an impact on their confidence, affect their work performance, or even cause them to leave the School. The effects on the School can include diminished staff morale, deteriorating work performance of affected individuals and teams, increases in staff turnover, legal claims, and damage to the reputation of the School.

The School takes a 'zero tolerance' approach towards bullying and harassment of its staff. Any allegations of bullying and harassment will be investigated irrespective of whether the alleged perpetrator is a member of staff, a governor or someone external to the School.

Appropriate steps to address inappropriate behaviour will be taken; depending on the type of behaviour and overall circumstances of a case.

While some issues may be resolved with informal support, more serious cases may result in disciplinary sanctions (up to and including dismissal)

Similarly, the School will not tolerate unlawful discrimination or the victimisation of employees who have made relevant allegations in good faith or supported someone in making such a complaint.

The School will support employees who have raised concerns about inappropriate behaviour.

Similarly, the School will seek to accommodate the needs of school staff who may be facing issues in their personal lives [such as domestic violence or stalking] which may have an impact on their work for the School.

Employees should raise any complaints or concerns around bullying, harassment, victimisation, and/or unlawful discrimination at work.

The School will take appropriate action to investigate and address the issue[s] in line with the provisions of the School's Grievance Resolution Policy and Procedure, with the Disciplinary Policy and Procedure also being deployed where appropriate (subject to confidentiality and associated requirements).

Additional support and advice are also available from trade unions

## **Monitoring**



This policy is monitored on a day-to-day basis by the Headteacher, who reports to governors about its effectiveness. This responsibility has been delegated to the Staff and Pupil Welfare Committee. The committee will review this policy bi-annually.

## **Document Control**

### **Revision History**

<b>Version</b>	<b>Revision Date</b>	<b>Revised By</b>	<b>Revision</b>
I.0	Spring 2025	Ann Pelham	Written in line with Barnet guidance
I.1	Spring 2025	Govs S&PW	Reviewed and ratified

### **Signed by**

	<b>Name</b>	<b>Signature</b>	<b>Date</b>
Headteacher	Ann Pelham		March 2025
Chair of Governors	Clare Hegarty		March 2025

### **Distribution**

<b>Shared with</b>
<ul style="list-style-type: none"><li>• Staff via school server</li><li>• Staff Handbook</li><li>• Governors via committee meetings</li></ul>

<b>Date for next review</b>
Spring 2027

## **APPENDIX I**

### **1. DEFINITIONS**

#### **1.1 Bullying.**

Bullying is offensive, intimidating, malicious or insulting behaviour, and/or an abuse or misuse of power that undermines, humiliates, or injures the person on the receiving end.

#### **1.2 Harassment.**

Harassment within the employment context is defined as unwanted conduct related to a relevant protected characteristic (please see 1.3 for a list of characteristics that are protected under the Equality Act 2010), which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.

It is important to note that harassment may also amount to a criminal offence, and that perpetrators can be personally liable and/or convicted for harassing others.

#### **1.3 Unlawful discrimination.**

It is unlawful to discriminate against someone on the basis of one or more (actual or perceived) 'protected characteristics' as defined in the Equality Act 2010- these include age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion and belief; sex; and sexual orientation. Indirect discrimination and discrimination by association are also unlawful.

#### **1.4 Victimisation.**

Victimisation takes place when a person suffers a detriment because they have complained [whether formally or otherwise] that someone has been engaging in inappropriate conduct [whether against the individual suffering the detriment or someone else] or supported someone in making a complaint or given evidence in relation to a complaint. While the statutory definition of victimisation is technically distinct from the legal protections afforded to trade union activity, any allegations of detriments linked to trade union membership (or non-membership) and/or activity will be investigated as victimisation complaints.

## **APPENDIX 2.**

### **2. GUIDANCE NOTE ON CONDUCT PERCEIVED AS [IN]APPROPRIATE**

2.1 The principal focus of grievance and/or disciplinary investigations is to establish the facts around the case.

The Senior leader who oversees the process and/or chairs any hearing will be expected to assess the appropriateness of the conduct in question and/or type of any corrective action or sanction that would be appropriate to the circumstances of the case.