

Dignity at Work Policy

Context

There is no place for any form of discrimination, harassment, victimisation, or sexual misconduct at The Learning Trust (the 'Trust'). Such behaviour is contrary to the values and ideals of our shared community, subverts The Learning Trust's mission and core values, and diminishes the dignity and integrity of all parties.

The aims of the Dignity at Work Policy are to:

- Support and sustain a positive (thriving) working environment for all staff, free from any form of inappropriate or unacceptable behaviour;
- Make it clear that discrimination and harassment are unacceptable and that all members of The Learning Trust community have a role to play in creating a thriving environment for everyone, free from discrimination and harassment;
- Provide a framework for respect and good conduct to prevent and eliminate all forms of bullying and harassment, including racial and sexual harassment and sexual misconduct;
- To highlight the options available to staff (and students) who feel they are or have been subject to bullying, harassment, racial discrimination, sexual misconduct, or any other inappropriate or unacceptable behaviour;

The Learning Trust expects all members of the Trust community to treat each other with respect, courtesy, and consideration at all times. All members of The Learning Trust community are expected to behave professionally and have the right to expect professional behaviour from others.

The Trust requires very high standards of conduct from its staff and, in return, it expects them to be treated with dignity and respect. We will not tolerate abusive, bullying or otherwise inappropriate behaviour against any member of staff. Where this is perpetrated by another member of staff, then the individual is encouraged to access the Staff Grievance Policy and progress their concerns through the procedures highlighted within the policy.

However, when parents, carers, suppliers or any third party have occasion to visit or phone the school, we ask them all to respect our members of staff, to remain civil at all times and to not use any abusive language or threatening behaviour. Where any such inappropriate behaviour is perpetrated by an external individual, whether a parent, carer, supplier or visitor then staff are encouraged to access the 'Behaviour towards Staff policy' and progress any concerns through the procedures highlighted within that policy.

All members of The Learning Trust community have a **personal responsibility** for complying with this Policy and demonstrate active commitment to it by:

- Treating others with dignity and respect.
- Discouraging any form of discrimination and harassment by suitably challenging inappropriate behaviour, making it clear that such behaviour is unacceptable (and raising concerns with managers where appropriate so these can be dealt with).
- Supporting any member of The Learning Trust who feels they have been subject to discrimination and / or harassment, including supporting them to make a formal complaint if appropriate.
- Managers have particular responsibility for setting standards and ensuring appropriate workplace behaviours are maintained. They should set a good example and ensure concerns raised are acted upon.

The Dignity at Work Policy does not form part of, and is not intended to vary, the contract of employment or employee's contract. It may be amended from time to time, as necessary.

Eligibility

The principles of the Dignity at Work Policy are designed to apply to the staff of The Learning Trust but also cover all visitors to The Learning Trust (including academic visitors and visiting researchers, visitors to The Learning Trust school's or those attending public events, students, parents, agency staff, contractors, suppliers, and their staff). This list is not exhaustive and any complaints directed towards external visitors should be dealt with by 'Behaviour towards Staff' policy.

If a member of staff wishes to raise a complaint against another member of staff of The Learning Trust, they may do so by raising a grievance as laid out in the Staff Grievance Procedure. The Trust believes this will provide a fair and comprehensive procedure and provide the right of appeal in the event that the individual is not satisfied with the outcome.

In circumstances where a student has a complaint concerning the behaviour of a member of The Learning Trust staff, the matter should be dealt with under The Learning Trust's Complaints Procedure. The procedure is set out in The Learning Trust Policies. A student may wish to seek support from his/her Tutor or head of year.

Members of The Learning Trust staff who have a complaint against a student should contact their Line Manager in the first instance.

Statement of Policy

The Learning Trust is dedicated to creating and maintaining a safe, welcoming, inclusive, and diverse community, which nurtures a healthy environment and culture of mutual respect and consideration, allowing all members of The Learning Trust Community to thrive without fear of harassment, racial discrimination, bullying, sexual violence, abuse, coercive behaviour, sexual harassment, or related misconduct.

The Learning Trust encourages individuals and managers to make every effort to resolve dignity at work problems informally in the first instance as this is often the most effective method of dealing with unacceptable behaviour, although it is recognised this may not always be appropriate.

The Learning Trust defines harassment as single or repeated incidents involving unwanted or unwarranted conduct towards another person which it is reasonable to think would have the effect of (i) violating that other's dignity or (ii) creating an intimidating, hostile, degrading, humiliating, or

offensive environment for that person. Harassment may be verbal, psychological, or physical, in person or via a virtual platform, or through other methods of contact.

Examples of behaviour, which may amount to harassment under this Policy, include (but are not limited to) the following:

- making sexually offensive comments about dress or appearance, the display or distribution of sexually explicit material, or demands for sexual favours;
- engaging in harassment on the grounds of a person's sexuality (or assumptions about a person's sexuality) including making derogatory homophobic, transphobic, or bi-phobic remarks or jokes aimed at a particular person, offensive comments relating to a person's sexuality, refusal to acknowledge a person's gender or identity, or threats to disclose a person's sexuality to others;
- making offensive references to a person's race, ethnicity, skin colour, religion or nationality, dress, culture, background or customs which have the effect of ridiculing or undermining an individual or fostering hatred and/or prejudice towards individuals or particular groups;
- ignoring, disparaging, or ridiculing a person because of assumptions about their capabilities, or making offensive reference to an individual's appearance which may or may not be in the context of their disability;
- controlling or coercive behaviour, such as pressure to subscribe to a particular political or religious belief.

Online harassment may take the form of intimidating, offensive, or graphic posts or threats on social media sites or chat rooms, or communications by email, text, or instant messaging.

Sexual misconduct includes the following, whether or not within a sexual or intimate relationship, including where consent to some form of sexual activity has been given and then withdrawn, or if consent has been given on previous occasions:

- sexual intercourse or engaging in a sexual act without consent;
- attempting to engage in sexual intercourse or engaging in a sexual act without consent;
- sharing private sexual materials of another person without consent;
- kissing without consent;
- touching inappropriately through clothes without consent;
- inappropriately showing sexual organs to another person;
- repeatedly following another person without good reason;
- inappropriate images;
- making unwanted remarks of a sexual nature.

When a criminal offence may have been committed, the Grievance Procedure may not be appropriate.

These cases include, but are not be limited to, serious assault or threat of serious assault. Staff members may wish to seek advice from their HR team, the Headteacher or CEO and/or approach the Police directly. Students can seek advice from their Head of Year, Headteacher, and/or approach the Police directly.

Dignity at work may involve equalities issues and UK discrimination law provides specific protection against discrimination, harassment, and victimisation on a variety of grounds. The Learning Trust takes its responsibilities in these areas very seriously.

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