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## **1 PURPOSE & SCOPE OF THE POLICY**

- 1.1 Bolton College's Dignity at Work policy aims to support the promotion of the College being a workplace/place of study which recognises and respects individual difference and one which views harassment as destructive to the recipient, the harasser and the College.
- 1.2 The purpose of the Dignity at Work policy is to deal with complaints of harassment, bullying or discrimination promptly and to ensure that complaints are taken seriously, sympathetically and in accordance with the procedures outlined.
- 1.3 The policy

- 2.5 When a complaint has been made, it will be investigated thoroughly and as quickly as possible, in accordance with this procedure, ensuring that the rights of the alleged perpetrator are protected as well as those of the complainant.
- 2.6 All stages of the Dignity at Work Procedure will be dealt with in strictest confidence. However, complaints of a criminal nature will be reported to the police. This will normally be done following discussion with the employee (i.e. the complainant).
- 2.7 Any complaint of harassment and/or bullying should be made within







- 7.6 The purpose of the meeting is to resolve matters informally. A record of actions agreed must be kept. The manager may seek the advice and assistance





e) Referral to the disciplinary procedures either where harassment/bullying appears to have taken place or where the complaint appears to be vexatious or malicious

8.15 The manager, in conjunction with Human Resources should confirm in writing to the parties

- b) In the event that the Disciplinary Procedure has been invoked following the completion of an investigation under the Dignity at Work procedure then any appeals in relation to this must be made under the Disciplinary Procedure.

### 10.3 Complaints Procedure

The complaints procedure is reserved for members of the public and learners and does not apply to employees of the





## EXAMPLES OF HARASSMENT AND BULLYING

Harassment can be defined as any behaviour, deliberate or otherwise, directed at an individual or group of people that is found to be threatening, demeaning, humiliating, offensive or objectionable to the recipient (s) and which undermines the dignity of people at work.

### **1. Sexual Harassment**

1.1 This form of harassment is unlawful under the provisions of the Sex Discrimination Act 1975.

1.2



#### **4. Harassment on the Grounds of Sexual Orientation**

4.1 Harassment on the grounds of sexual orientation may take the form of:

- Anti-lesbian and gay jokes
-



- Personal abuse either in public or private
- Using abusive language
- Unjustified constant criticism
- Continually ignoring or excluding an individual
- Persistently setting targets with impossible deadlines

6.4 Bullying is complex and often difficult to describe by those affected by it. Bullying is under-reported because it may be perceived to be trivial by the person to whom it is being reported or because of embarrassment on the part of the complainant.





- Find out what occurred by asking:
  - What happened?
  - When did it happen?
  - Where did it take place?
  - Whether it was an isolated incident?
  - Whether there were any witnesses?
- Deal with emotions carefully, i.e., take breaks, appreciate their feelings, take the matter slowly
- Inform the complainant of their rights and the option of trying to resolve the matter informally or the route to the formal procedures if they wish to do so.

4.5



and any potential witnesses that may be identified within the appropriate timescales.

4.3 Consideration may need to be given to whether suspension or allowing either of the parties to be placed on special leave and/or reassigned would be appropriate in the circumstances. A decision to suspend may only be made in consultation with the Director of HR and approved by a senior post holder.

4.4

- Make sure you will not be interrupted
- Explain the role of the investigating officer
- Explain the purpose and status of the interview
- Explain the right to be

issues should be included in a separate report to the Director of Human Resources.

- 7.5 The report **should** outline whether it is likely or not that harassment took place and what action is being recommended. This may include transfer to another location, counselling or referral to the disciplinary procedure. (A sample format for the report is attached at Appendix D2).



INTERVIEW FORMAT

**Example 3 – For Witnesses**

I/we are carrying out an investigation into allegations of harassment made by \_\_\_\_\_ against \_\_\_\_\_.

As part of this investigation you have been identified as a witness by

**SAMPLE FORMAT FOR REPORT**

The following is a suggested simple format for the final report

1. **Background**

DIGNITY AT WORK PROCEDURE – FLOW CHART

Complainant to keep a note of harassment



Harassment Stops/Resolution Found

Harassment Continues

Written complaint submitted to line manager within 10 working days or Management initiates investigation

Matter reported to Director of HR/HRM

Director of HR & Manager to

**FORMAL COMPLAINT – DIGNITY AT WORK PROCEDURE**





7. If yes, please provide name (s)

8. How do you think the harassment and/or bullying could be stopped?

**Section C – Previous Action Taken**

Please tick as appropriate

1. Have you approached the alleged harasser about their unwanted behaviour under the informal stage of the procedure?

Yes

No



