CRESSWELL PARISH COUNCIL STATEMENTS OF GUIDANCE AND POLICY

DIGNITY AT WORK POLICY

Parish Council Dignity at Work Policy

1. Purpose
This policy sets out Cresswell Parish Council's commitment to creating and maintaining a working environment in which all councillors, employees, contractors, volunteers and members of the public are treated with dignity, courtesy and respect.

2. Scope
This policy applies to all councillors, employees, contractors, volunteers and anyone acting on behalf of the Council.

3. Statement of Commitment
The Council will not tolerate bullying, harassment, discrimination, victimisation or intimidation. Everyone has a responsibility to contribute to a respectful and inclusive environment.

4. Definitions
Bullying may be offensive, intimidating, malicious or insulting behaviour, or an abuse of power. Harassment is unwanted conduct related to a protected characteristic that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment.

5. Expected Standards of Behaviour
All individuals should treat others with respect, listen courteously, avoid personal attacks, challenge issues rather than people, and comply with the Council's Code of Conduct and relevant policies.

6. Unacceptable Behaviour
Examples include shouting, intimidation, offensive language, spreading malicious rumours, exclusion, cyberbullying, discriminatory comments, abuse of authority and repeated unreasonable criticism.

7. Raising Concerns
Concerns should be raised promptly with the Chair, Vice-Chair, Clerk or other appropriate person. Informal resolution should be considered where appropriate.

8. Formal Complaints
Where informal resolution is not appropriate or has failed, concerns may be raised through the Council's grievance, disciplinary, complaints or Code of Conduct procedures as applicable.

9. Investigation
Complaints will be handled fairly, confidentially and without unreasonable delay. All parties will have an opportunity to present relevant information.

10. Protection from Victimisation
No individual will be treated unfavourably for raising a genuine concern or participating in an investigation.

11. Training and Awareness
The Council will encourage councillors and employees to undertake appropriate training on civility, respect, equality and workplace behaviour.

12. Monitoring and Review
This policy will be reviewed regularly and at least every four years, or sooner if legislation or guidance changes.

Adopted by: Cresswell Parish Council
Date adopted: 18.11.26
Review date: November 2027