

Policy Title	Dignity at Work Policy
Issue date (m/y)	09/2011
Author	Laura Cook Director
Approved by	Hazel Neal
Review date (m/y)	07/2016

Dignity at Work Policy

Context and /or Aims

The Learning Support Centre Ltd and Jotters Ltd recognise that discrimination and victimisation is unacceptable and that it is in the interests of the companies and its employees to utilise the skills of the total workforce. It is the aim of The Learning Support Centre Ltd and Jotters Ltd to ensure that no client, student, employee or job applicant receives less favourable facilities or treatment (either directly or indirectly) in receiving services, referral, recruitment or employment on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation (the **protected characteristics**).

Policy Statement

Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give their best. We oppose all forms of unlawful and unfair discrimination or victimisation. To that end the purpose of this policy is to provide equality and fairness for all receiving our services and in our employment.

All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

Our staff will not discriminate directly or indirectly, or harass students or clients because of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation in the provision of the Learning Support Centre Ltd and Jotters Ltd services.

This policy and the associated arrangements shall operate in accordance with statutory requirements. In addition, full account will be taken of any guidance or Codes of Practice issued by the Equality and Human Rights Commission, any Government Departments, and any other statutory bodies.

- To create an environment in which individual differences and the contributions of all our staff are recognised and valued.
- Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development opportunities are available to all staff.
- We will review all our employment practices and procedures to ensure fairness.
- Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.

Requirements for Implementation

Responsibility for ensuring the effective implementation and operation of the arrangements will rest with the Directors, and the Operations Manager will ensure that the team operate within this policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination.

- All staff are aware of the policy and the arrangements
- Grievances concerning discrimination are dealt with properly, fairly and as quickly as possible;
- Proper records are maintained.

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Responsibility of Staff

Responsibility for ensuring that there is no unlawful discrimination rests with all staff and the attitudes of staff are crucial to the successful operation of fair employment practices. In particular, all members of staff should:

- Comply with the policy and arrangements;
- not discriminate in their day to day activities or induce others to do so;
- Not victimise, harass or intimidate other staff or groups who have, or are perceived to have one of the protected characteristics.
- Ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic.
- Inform their manager if they become aware of any discriminatory practice.

Third Parties

Third-party harassment occurs where a Company employee is harassed, and the harassment is related to a protected characteristic, by third parties such as clients or customers. The Learning Support Centre Ltd and Jotters Ltd will not tolerate such actions against its staff, and the employee concerned should inform their manager / supervisor at once that this has occurred. The Learning Support Centre Ltd and Jotters Ltd will fully investigate and take all reasonable steps to ensure such harassment does not happen again.

Rights of disabled people

The Company attaches particular importance to the needs of disabled people.

Under the terms of this policy, managers are required to:

- Make reasonable adjustment to maintain the services of an employee who becomes disabled, for example, training, provision of special equipment, reduced working hours. (NB: managers are expected to seek advice on the availability of advice and guidance from external agencies to maintain disabled people in employment);
- Include disabled people in training/development programmes;
- Give full and proper consideration to disabled people who apply for jobs, having regard to making reasonable adjustments for their particular aptitudes and abilities to allow them to be able to do the job.

Employees have a right to pursue a complaint concerning discrimination or victimisation via the Disciplinary and Grievance Procedures.

Discrimination and victimisation will be treated as disciplinary offences and they will be dealt with under the Disciplinary Procedure.

Related Documents

Disciplinary and Grievance Policy and Procedure

Data Protection Policy and Procedure

Compliments and Complaints Policy and Procedure

[Equality Act 2010](#)