

Dignity at Work Policy

Implementation Date: July 2019
This Update: November 2024
Next Review Date: November 2025

Purpose

BGCI is committed to working towards creating a working climate in which all staff are treated fairly and with dignity and respect. 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 staff 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 individuals who feel they are or have been subject to bullying, harassment, racial discrimination, sexual misconduct, or any other inappropriate or unacceptable behaviour
- Provide a mechanism by which complaints can, wherever possible, be addressed in a timely way.

Policy

BGCI 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 staff to thrive without fear of harassment, racial discrimination, bullying, sexual violence, abuse, coercive behaviour, sexual harassment or related misconduct.

This policy applies to all categories of staff including employees, consultants, interns and volunteers.

Implementation

BGCI expects all staff to treat each other with respect, courtesy and consideration at all times. All staff are expected to behave professionally and have the right to expect professional behaviour from others.

All staff 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 staff 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.

Every staff member has the right:

- to be treated with respect
- to express their own feelings
- to express their opinions and values
- to say 'no' to unreasonable requests
- to make mistakes
- to change their mind
- to say they don't understand
- to ask for help

Every staff member has a responsibility:

- to protect the rights of others
- to listen to the views of others
- to be fair and just in their dealings

Procedure for dealing with issues

BGCI 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.

If an individual is not able to resolve the matter informally themselves, then as a first point of contact individuals should speak to their line manager to discuss the situation and explore next steps.

If this initial conversation with the individual's line manager is not possible or successful then the individual should speak to either the Head of their Dept, a member of the Senior Management Team, or the Head of HR.

Should an official approach need to be launched, BGCI's Grievance policy should be followed. This can be found in the Employee Handbook (HR Public/Policies/Employee Handbook [BGCI Employee Handbook 2025.pdf](#))

BGCI's grievance procedure is in line with the ACAS code of practice. The link below covers more information on the ACAS grievance code of practice. <https://www.acas.org.uk/acas-code-of-practice-on-disciplinary-and-grievance-procedures>