



The Flourish Federation

DIGNITY AT WORK POLICY – Summary of points

Updated	23 rd May 2023	Review	May 2026
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This policy outlines the principles and procedures for addressing harassment, bullying, and victimization in the workplace within the context of a federation of schools. Here are the key points of the policy:

1. Statement of Principles:

- All members of the federation workforce have the right to be treated with dignity and respect.
- Workplace harassment, bullying, and victimization are unacceptable.
- The federation will assess these behaviors based on their impact on the victim rather than the intent of the alleged perpetrator.
- Decisions about handling such incidents will not be based on whether the victim submitted to or rejected the behavior.
- The federation strives for a harassment-free workplace through awareness, support, agreed processes, and leadership standards.

2. Legislation and Guidance:

- The policy is based on the ACAS guidance 'Bullying and harassment at work: a guide for managers and employers' (2014).
- It aligns with the Equality Act 2010, Protection from Harassment Act 1997, Employment Rights Act 1996, and Employment Relations Act 1999.
- The Department for Education's guidance on controlling access to school premises is referred to when necessary.

3. Definitions:

- Harassment is defined as unwanted conduct related to a protected characteristic, which violates dignity or creates an offensive environment.
- Bullying is characterized as offensive behavior involving an abuse of power that undermines or injures the recipient.
- Victimization is subjecting an individual to detriment because they have done a protected act.

4. Examples of Unacceptable Behavior:

- Insulting, threatening, spreading rumors/gossiping, ridiculing, excluding, etc.
- Unwelcome sexual advances, making unfounded threats, blocking progress, etc.
- The list is not exhaustive.

5. Reasonable Management:

- Legitimate management practices do not constitute harassment, bullying, or victimization.



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6. Roles and Responsibilities:

- The governing board works with the headteachers to ensure complaints are handled properly and reviews the policy.
- Headteachers work to create a harassment-free environment and handle complaints appropriately.
- All members of the school workforce treat colleagues with respect, report incidents, and support those experiencing unacceptable behavior.
- Line managers listen to and take complaints seriously.

7. What to Do if Harassed, Bullied, or Victimized:

- Speak to your line manager or headteacher to resolve the issue.
- If uncomfortable doing so, or informal resolution fails, submit a formal written complaint.

8. Formal Procedure for Managing Complaints:

- Complaints by employees, stakeholders, or pupils are handled differently.
- Investigations are conducted by independent individuals.
- The outcome may involve disciplinary action, mediation, training, warnings, or banning from premises.
- Proportionate action is taken based on the severity and nature of the incident.

This summary provides an overview of the policy's content, but the full policy should be consulted for complete details and procedures.