**Dignity at Work Policy**

The AYA is committed to providing a workplace where all employees are treated with dignity. This policy outlines the expected behaviour of all employees and the club’s approach to the management of concerns raised under this policy.

Discrimination, bullying, harassment and victimisation are not acceptable, will not be tolerated and action will be taken. Appropriate management action may include formal action under the

Disciplinary Policy.

The club will aspire and strive to uphold the standards outlined in this policy and demonstrate its commitment to the pursuit of equality, inclusion and diversity.

The club expects all parties involved to maintain confidentiality throughout the application of the policy.

**Expected standards of behaviour for all employees and committee**

\*To comply with the relevant standards of behaviour set out in the following(this list is not exhaustive):

 -the Equality Act

 -The AYA’s Code of Conduct

 -Club Policies

 -Legislation applicable to the role

 -DfE guidelines

 -Job description/role profile

\*to respect and value differences

\*to be open and constructive in communications

\*to be fair and just in dealings

\*to listen to the views of colleagues

\*to be aware of own behaviour and the effect it may have on others

\*to treat others with dignity

\*to ensure no discriminatory, bullying, harassing or victimising behaviour is shown

\*to take responsibility for preventing issues

\*to challenge inappropriate behaviour

\*to listen to employees who feel they are being discriminated against, bullied, harassed or victimised

\*to take action if there is evidence that someone is being discriminated against, bullied, harassed or victimised

**Expectations and responsibilities of the club**

\*That managers will take responsibility for the team and for ensuring that the expectations and responsibilities of the club are met

\*to protect the dignity of all employees in the workplace

\*to provide a workplace which is free from hostility

\*to handle conflict effectively

\*to educate all employees in the development of positive behaviours

\*to educate all employees on their personal responsibility to behave in a way that respects the dignity of colleagues

\*to raise awareness of the Dignity at Work policy

\*to positively encourage diversity and inclusion

\*to create a workplace where appropriate behaviours are promoted and supported

\*to promote a culture in which discrimination, bullying , harassment and victimisation are known to be unacceptable

\*to ensure employees are confident to bring complaints without fear of ridicule or reprisal

**Failure to comply with expected standards of behaviour**

There is no formal procedure within the Dignity at Work policy. If an issue is raised under this policy, one of the other club policies should be used as follows:

* An employee who believes they are not being treated in line with expected standards of behaviour should, wherever possible, talk to the person who has demonstrated the inappropriate behaviour to alert them to the fact that they feel it is in conflict with this policy and the impact its having and to see if this can resolve issues.
* The Grievance Procedure should be used to address issues relating to Dignity at Work which are raised by an employee. Where appropriate, the Guidelines for dealing with allegations of Harassment and Bullying should be followed.
* If, as a result of an employee raising a grievance, it is identified that a colleague or manager’s behaviour has fallen below the expected standards, or any individual or manager is made aware of or witnesses such behaviour, dependent on circumstances the manager will use either:

\*the Disciplinary Policy where the behaviour is defined as wilful or negligent, or concerns are raised maliciously, for personal gain or where they are known to be untrue

or

\*Performance management will be looked at where the failure to comply with the standards of behaviour relates to a lack of skill, knowledge, experience or appropriate behaviours.

**Reporting dignity at work concerns**

An employee who believes they are not being treated in line with expected standards of behaviour should report this to the Manager, Deputy Manager or Chair of Committee where it is the manager not complying with the standards.

Wherever possible this should be raised informally first, using the Grievance Procedure.

An employee who witnesses behaviour that falls below the expected standards should report this to the Manager or Deputy Manager as soon as possible.

Where a manager identifies that an individual (manager or employee) is not complying with the standards set within this policy they should manage the individual using either:

\*the Disciplinary Policy where the behaviour is defined as wilful or negligent, or concerns are raised maliciously, for personal gain or where they are known to be untrue

or

\*Performance management will be looked at where the failure to comply with the standards relates to a lack of skill, knowledge, experience or appropriate behaviours.

Where the concern is in respect of the Manager not complying with the standards, the Deputy Manager should raise the matter with the Chair of Committee who will arrange for the matter to be managed using either of the above.

Related documents

To help with the application of this policy it may be useful to read the following:

 \*AYA Code of Conduct

 \*Disciplinary Policy

 \*Guidelines for dealing with allegations of Harassment and Bullying

 \*Equality and Diversity policy

| This policy was adopted by: AYA  | Date: September 2023 |
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| To be reviewed: 01/09/24 | Signed |