The Office of the Police and Crime Commissioner (OPCC) is committed to developing a work place in which all employees are treated with dignity. Behaviour falling short of this policy is not acceptable and will not be tolerated and may lead to disciplinary being invoked. This policy outlines the expected behaviour of all employees and the OPCC's approach to the management of concerns raised under this policy.

Scope

All employees of the OPCC

Policy outcome/s

The aims of this policy are to:

- ensure the dignity at work of all employees
- ensure that standards of practice and behaviour are clearly defined
- prevent acts of discrimination, exclusion, unfair treatment and other negative or demeaning behaviour
- manage issues promptly and effectively

Check which policy to use

Treatment which falls below the expected standards of behaviour should be reported using the Resolving Workplace Issues Policy.

Concerns about a workplace practice or the services provided by the OPCC, such as alleged dishonest or illegal activities, should be addressed using the Whistleblowing Policy.
Equality and Dignity at work

The OPCC is committed to developing a work place in which all employees are treated with dignity. Discrimination based on age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation is not acceptable. Equally, bullying and harassment related to any of these characteristics is not acceptable. The OPCC will take robust action against any unacceptable behaviour.

Employees who bully or harass a colleague may find, where a claim is proven, that their actions break criminal as well as civil/employment law and become personally liable to pay compensation.

Expected standards of behaviour

The following principles define the OPCC’s expected standards of behaviour of all employees:

Expected behaviour and responsibility for all employees

- to comply with the relevant standards of behaviour set out in the following (this list is not exhaustive)
  - local government code of conduct
  - corporate policies
  - professional codes of conduct
  - legislation applicable to the role
  - departmental guidelines
  - the behavioural and competency framework
- 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 behaviour and the effect it may have on others
- to treat others with dignity
- to ensure no bullying or harassing behaviour is shown
- to take responsibility for preventing issues
- to challenge inappropriate behaviour
- to take action if there is evidence that someone is being bullied or harassed

Expectations and responsibilities of the OPCC

- 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
• to create a workplace where appropriate behaviours are promoted and supported
• to promote a culture in which bullying and harassment is known to be unacceptable
• to ensure staff 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 HR Policies should be used as follows:

Concern raised by an employee
The Resolving Workplace Issues Policy should be used to address issues relating to Dignity at Work which are raised by an employee.

If, as a result of an employee raising a workplace issue, it is identified that a colleague’s behaviour has fallen below the expected standards, including bullying or harassing behaviour, dependent on the circumstances the manager will use either:

• the Managing Performance Policy where the failure to comply with the standards of behaviour relates to a lack of skill, knowledge, experience or appropriate behaviours

or

• the Managing Misconduct 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

Concern identified by a manager
Where a manager identifies that an employee is not complying with the standards set within this policy they should manage the employee using either:

• the Managing Performance Policy where the failure to comply with the standards of behaviour relates to a lack of skill, knowledge, experience or appropriate behaviours

or

• the Managing Misconduct 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
**Reporting dignity at work concerns**

An employee who believes that they are not being treated in line with the expected standards of behaviour should report this to their manager as soon as possible using the Resolving Workplace Issues Policy.

An employee who witnesses behaviour that falls below the expected standards should report this to their line manager as soon as possible.

**Key definitions**

**Dignity at work** is a term used to describe how all employees are expected to be treated within the workplace. It includes behaviour of the organisation and the expectations of how employees will behave towards each other. Dignity at work means valuing and respecting others, including their qualities and their differences.

**Bullying** is characterised as:

- persistent, offensive, intimidating, malicious or insulting behaviour
- an abuse or misuse of power through means intended to undermine, humiliate, degrade or injure the recipient

**Harassment** is unwanted conduct relating to a protected characteristic that has the purpose or effect of violating a person’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for the person.

**Cyberbullying** is the use of information and communication technologies (ICT), particularly mobile phones and the internet, to deliberately or repeatedly threaten, harass, humiliate, defame or impersonate (to assume the character or appearance of another person fraudulently).

**Related documents**

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

- Managers’ How to Guide – Dignity at Work
- Resolving Workplace Issues Policy
- Managing Performance Policy
- Managing Misconduct Policy
- IT policies – such as the Security and Information Assurance policy and the Force Data Protection procedure.

**Support**

**Employees:**

Queries should be directed to your line manager.
Access to free, confidential and impartial Employee Support is available to all employees. Please visit the webpages for further information [http://www3.hants.gov.uk/occupational-health/employee-support.htm](http://www3.hants.gov.uk/occupational-health/employee-support.htm)

**Managers:**
Further information is available in the Managers’ How to Guide – Dignity at Work.

Advice on remaining queries can be directed to HR Operations.

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<th>Policy Governance</th>
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Employees of non Office of the Police and Crime Commissioner bodies are excluded from this policy and should refer to their own employer’s policies and procedures.