

EXECUTIVE BOARD

22ND OCTOBER 2018

DIGNITY AND RESPECT IN THE WORKPLACE GUIDANCE FOR SCHOOLS

Recommendations / Key Decisions Required:

To endorse the adoption of the Dignity and Respect in the Workplace Guidance for Schools

Reasons:

The purpose of this guidance is to define unacceptable behaviour and identify strategies that everyone can use to overcome the debilitating effects of such behaviour. The key strategy however, and the essence of the guidance, is to expect and promote acceptable behaviour as the best way to prevent unacceptable behaviour.

Relevant scrutiny committee to be consulted	No
EXECUTIVE BOARD / COUNCIL / COMMITTEE:	Yes
Scrutiny Committee recommendations / comments:	None
Executive Board Decision Required	Yes
Council Decision Required	No

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER: Councillor Mair Stephens

Directorate: Chief Executive's / People Management & Performance

Name of Head of Service:	Designations:	Tel Nos.: E-Mail Addresses:
Paul R. Thomas	Assistant Chief Executive (People Management)	01267 246123 PRThomas@sirgar.gov.uk
Report Author: Julie Stuart	Senior HR Business Partner	01267 246375

EXECUTIVE BOARD

22ND OCTOBER 2018

DIGNITY AND RESPECT IN THE WORKPLACE GUIDANCE FOR SCHOOLS

1. Background

Bullying, harassment and victimisation of any kind are not tolerated by Carmarthenshire County Council (the Authority). The School expects all employees to demonstrate the highest standards of behaviour in carrying out their duties and responsibilities. To achieve this standard it is essential that employees work in a supportive environment, which does not tolerate unacceptable behaviour, bullying, harassment or victimisation of any kind. The School is committed to creating a working environment in which everyone is treated fairly and with dignity and respect.

This guidance explains the School's view regarding the standards of behaviour that employees have a right to expect and are expected to show to others. It also illustrates how to identify and deal with unacceptable behaviour.

The aim of the guidance is to:

- Ensure dignity at work for all;
- Respect and value differences;
- Make full use of the talents of every member of the workforce;
- Prevent acts of discrimination, exclusion, unfair treatment and other negative or demeaning behaviours;
- Demonstrate our commitment to equal opportunities for all;
- Be open and constructive in our communications;
- Manage conflict;
- Be fair and just in our dealings; and
- Educate our workforce in the development of positive behaviours in line with the vision and values of the organisation.

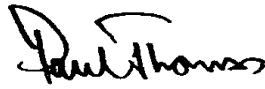
The guidance defines unacceptable behaviour and identifies strategies that everyone can use to overcome the debilitating effects of such behaviour. The key strategy however, and the essence of the guidance, is to expect and promote acceptable behaviour as the best way to prevent unacceptable behaviour.

Detailed report attached: Dignity and Respect in the Workplace Guidance for Schools

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report:

Signed: _____



ASSISTANT CHIEF EXECUTIVE (PEOPLE MANAGEMENT & PERFORMANCE)

Policy, Crime & Disorder & Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
YES	YES	NO	NO	NO	YES	NO

1. Policy, Crime & Disorder

The recommendations support the Council's Strategic Aim 'Building a Better Council' and 'Making Better Use of Resources'

2. Legal

The policy has been produced in accordance with the relevant legislation, which includes the Employment Rights Act and the Equality Act 2010.

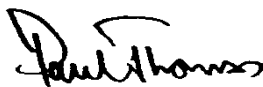
6. Staffing Implications

The HR Team will provide advice and guidance to schools on the application of the Dignity & Respect in the Workplace Guidance for Schools.

CONSULTATIONS

I confirm that the appropriate consultations have taken place and the outcomes are as detailed below:

Signed: _____



DIRECTOR OF EDUCATION & CHILDREN'S SERVICES

1. Scrutiny Committee

None

2. Local Member(s)

None

3. Community / Town Council

None

4. Relevant Partners

Head Teachers' Forum

5. Staff Side Representatives and other Organisations

Trade Unions - 22nd March 2018

**Section 100D Local Government Act, 1972 - Access to information
List of Background Papers used in the preparation of this report:**

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Dignity & Respect in the Workplace Guidance for Schools		