

Subject: Bullying and Harassment Policy
and Dignity at Work Policy

Status: For Publication

Report to:

Date:

Policy Overview and Scrutiny Committee

6th October 2009

Report of: Head of People and Policy

Portfolio

Holder: Finance and Resources

Key Decision: No

Forward Plan

General Exception

Special Urgency

1. PURPOSE OF REPORT

- 1.1 To consult with Members on the development of a Bullying and Harassment Policy and a Dignity at Work Policy for Employees of the Council.

2. CORPORATE PRIORITIES

- 2.1 The matters discussed in this report impact directly on the following corporate priorities and associated corporate objective.
- Encouraging healthy and respectful communities.
 - Delivering quality services to our customers

3. RISK ASSESSMENT IMPLICATIONS

- 3.1 There are no specific risk issues for members to consider arising from this report.

4. BACKGROUND AND OPTIONS

The Policy has been developed to manage the Council's commitment to providing a working environment that is free from bullying and harassment and creating an organisation that treats employees fairly and with dignity and respect. It will work in conjunction with the Dignity at Work Policy which details the expected behaviours of Rossendale employees and Rossendale's legal obligations in respect of the duty of care to employees and equality legislation.

The Policy details the behaviours which we expect individuals within the organisation to display and these are underpinned by the Council's competency framework These include:

- Take into account the thoughts, concerns and feelings of others when giving and receiving information;
- Contribute to a healthy and safe working environment;
- Project a helpful and professional image to colleagues and customers;
- Recognise the needs of (internal and external) customers who may have special requirements, e.g. barriers to communication or access;
- Be positive and helpful when communicating with customers;
- Communicate clearly, effectively and concisely avoiding jargon;
- Build working relationships based on trust, respect, sharing, co-operation and mutual support, by:
 - ✓ Co-operating with others, sharing useful or relevant information and experience;
 - ✓ Being supportive and offering assistance when required;
 - ✓ Encouraging and listening to other team members' ideas, opinions and feelings and appreciating their perspective;
 - ✓ Establishing and maintaining constructive and open relationships with colleagues;
 - ✓ Understanding how their own work can impact on other team members;
 - ✓ Speaking positively about the team, manager and the Council, not blaming others;
 - ✓ Display a commitment to equality of opportunity and dignity at work by:
 - ✓ Demonstrating an understanding of the Council's Equality of Opportunity Policy commitments;
 - ✓ Respecting, Championing and valuing race, gender and other diversity issues;
 - ✓ Contributing to a non-discriminatory work environment

The document applies to all permanent, temporary, full-time and part-time employees of Rossendale Borough Council, contractors, agency workers, volunteers and external customers. Council members are also committed to this policy. If following investigation there appears to be a case to answer involving a member, this will then be dealt with under the member's code of conduct.

Rossendale Borough Council has a legal duty of care to provide both a safe place and a safe system of work. Any bullying that is reported must be considered, first informally and later, if appropriate, investigated formally, in order to comply with this duty of care.

COMMENTS FROM STATUTORY OFFICERS:

5. SECTION 151 OFFICER

5.1 No financial implications from the report.

Version Number:	DS001	Page:	2 of 4
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6. MONITORING OFFICER

6.1 No legal implications arising from the report.

7. HEAD OF PEOPLE AND POLICY (ON BEHALF OF THE HEAD OF PAID SERVICE)

7.1 Training and Development may be needed to support the application and delivery of the policy. This will be met from the People and Policy budget.

8. CONCLUSION

8.1 The Council is committed to providing a safe place of work for all employees and expects the highest standard of conduct of employees in their dealings with colleagues and customers. It will not tolerate any form of unfair discrimination or intimidation and recognizes the right of all employees to work in a healthy and safe harassment free environment.

9. RECOMMENDATIONS

9.1 Not the contents of the policy.

10. CONSULTATION CARRIED OUT

10.1 Trade Unions.

11. COMMUNITY IMPACT ASSESSMENT

Is a Community Impact Assessment required Yes

Is a Community Impact Assessment attached No

12. BIODIVERSITY IMPACT ASSESSMENT

Is a Biodiversity Impact Assessment required No

Is a Biodiversity Impact Assessment attached No

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Background Papers	
Document	Place of Inspection