

## **Dignity at Work Policy**

Wykeham House School is committed to providing its staff, as its most important asset, a working and learning environment that is free from all forms of harassment and bullying. It fully supports the right of all people to be treated with dignity and respect at work and will take appropriate steps to achieve this. Harassment, discrimination, bullying and victimisation can lead to fear, stress and anxiety and may be unlawful. The School finds any form of such behaviour unacceptable.

The School will make all employees, and visiting staff aware of the policy forbidding harassment and bullying and their responsibility to comply with the policy.

Appropriate disciplinary action, including warnings, may be taken against any employee who violates this policy. If disciplinary action is taken the process will follow the school procedures, a copy of which is held by the Bursar.

### Examples of harassment include:

- verbal or written comments of an offensive nature, use of bad language, jokes or gossiping
- lewd, suggestive or over familiar behaviour
- displaying or circulating offensive material
- insulting or ridiculing a person because of their age, sexuality, race, religion, disability, gender, HIV/AIDS status, union membership or class
- isolation or non-co-operation at work, exclusion from social activities or developmental opportunities at work
- criminal acts such as indecent exposure, physical attack or sexual assault and racism

This list is intended to act as a guide illustrating unacceptable behaviour and is not exhaustive.

### Examples of bullying include:

- shouting at an individual to get things done
- humiliating an individual in front of their colleagues
- picking on one person when there is a common problem
- conduct which is intimidating, physically abusive or threatening
- victimisation, where a person is repeatedly or consistently treated less favourably than another
- consistently undermining someone and their ability to do their job
- professional isolation or alienation