

Title:	Dignity in the Workplace <i>Our policy on diversity, equality, bullying and harassment</i>
Key contact	HR Advisor
Audience/scope	All staff
Owner	Head of People
Version	V1
Date approved	July 2019
Date for review	July 2020
Variations	This policy is based on UK labour law; however, the principles apply across all countries. Local labour law should be checked to ensure compliance.

Policy statement

We believe in the intrinsic dignity of every person. We embrace people with different backgrounds and identities, valuing their contribution to our Vision, Mission and Values. The dignity of every human person, as set out in Catholic social teaching, is an overriding principle of the way we work. Our people are entitled to;

- A workplace that promotes equality and diversity
- A workplace free from abuse, bullying, harassment or victimisation
- Dignity, respect and courtesy
- Fair treatment and equality of opportunity
- Experience no form of unlawful or unfair discrimination
- Feel valued, listened to and supported when they raise concern
- Be supported to recover from harm experienced when these standards are not met

The **Code of Behaviour** should be read in conjunction with this policy. It sets out CAFOD's expectations of all its representatives to conduct themselves in a manner that preserves these principles for every individual. The **People Framework** describes the positive behaviours that we can expect from each other when we live out our values in the course of our work.

Policy scope and definitions

This policy sets out our commitments in relation to our organisation as a place of work and is therefore directly applicable to all our staff. It sets out our commitments in relation to the following;

Dignity

Valuing and respecting each other, creating a positive and productive environment. Not exposing each other to harm in the form of abuse, bullying, harassment or any other conduct which causes them to be alarmed or distressed. Examples include;

- ✗ Behaviour that is offensive, abusive, malicious, insulting or intimidating
- ✗ Unjustified, repeated criticism.
- ✗ Punitive measures or changes to duties which are detrimental without reasonable justification.

Diversity

Recognising, valuing and taking account of people's different backgrounds. Creating a diverse organisation, seeking to address under representation of minority groups and harnessing the knowledge, skill and experience from a range of perspectives.

Equality

Paying attention to ensure accessibility and opportunity for all our people and seeking to ensure that everyone reaches their fullest potential. For example;

- ✓ Ensuring we select the best person for every role, based only on the requirements of the position.
- ✓ Ensuring everyone has access to learning opportunities
- ✓ Ensuring that our reward structures are fair and equitable.

Legal compliance

We also recognise that in UK law there are characteristics which are specifically protected against discrimination. This is also in relation to an incorrect belief or perception as well as protecting against discrimination based on association. The protected characteristics are;

• Age	• Disability	• Sex (gender)
• Gender reassignment	• Religion or Belief	• Sexual Orientation
• Race (including nationality & ethnicity)	• Marriage and Civil Partnership	• Pregnancy and Maternity

Policy Principles

- We are committed to being an inclusive and diverse organisation which celebrates difference and creates relationships of mutual respect. We know that we must act positively to ensure we work well together and increase our representation of diversity.
- We will not tolerate behaviour that is discriminatory, intimidating, humiliating or causes harm to others. This includes (but is not limited to) abuse, bullying or harassment of any kind.
- Everyone has a duty to uphold these principles and speak out about negative behaviour and practice (either directly through informal discussion or by reporting them).
- Anyone reporting unacceptable behaviours will be taken seriously, offered confidentiality and protected from victimisation as a result of their disclosure.
- We will investigate concerns raised, promptly, taking into account the wishes of the person making the disclosure
- Deliberately false and malicious claims may constitute bullying or harassment and will not be tolerated.
- Managers have a specific responsibility and a duty to;
 - ✓ Promoting positive action and challenging people to act in accordance with expectations.
 - ✓ Support people to develop their knowledge and skills in these areas, ensuring that their team members attend the appropriate awareness sessions as required.
 - ✓ Act quickly to investigate and act when they are made aware of breaches of our standards.

Avoiding discrimination and promoting diversity

Discrimination can be direct or indirect. Direct is when a person or group is treated less favourably because of a protected characteristic and indirect is when a practice, rule or process disadvantages a person or group with a protected characteristic. Sometimes, this can be an unintended impact, so it is important we seek to remove the barriers our people face and work to ensure equality of opportunity. This task is broader than our organisation, however we will work to increase diversity and improve inclusion wherever possible. An important part of this is being open to feedback.

Unacceptable personal behaviours

Whilst it is important to describe the type of behaviours we will not tolerate, it is not possible to list every action that will be considered a breach of this policy and the Code of Behaviour. When investigating concerns, attention should be paid to the description and examples below alongside our **People Framework** to determine if the behaviour could reasonable be considered to have caused harm.

Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.

Harassment can be described as unwanted conduct which has the purpose or effect of violating a person's dignity or creating a damaging, intimidating, hostile, degrading, humiliating or offensive environment for that person/s. It may be persistent or an isolated incident. It includes acts of a sexual nature. It can also take the form of consist of verbal abuse, racist jokes, insensitive comments, ridicule or isolation.

Victimisation refers to detrimental (less favourable) treatment towards someone who has made, is believed to have made or about to make (or support) a grievance or complaint. In the UK there is specific legal protection for victimisation when someone raises a concern related to a protected characteristic. False evidence or allegations are not protected.

Bullying and harassment can take place face to face, in written communications, visual images, email or phone. It can happen to anyone and may happen to a group of people. Examples of unacceptable behaviours are;

- Unwelcome sexual advances – touching, standing too close, display of offensive materials, unwanted advances or asking for sexual favours
- Spreading malicious rumours, or insulting someone
- Overbearing supervision, misuse of power or undermining a competent worker
- Constantly challenging someone or criticising them (in public or private)
- Exclusion from group activities
- Preventing individuals progressing by intentionally blocking promotion or training opportunities
- Favouring others, e.g. providing opportunities whilst persistently ignoring others

Guidance on raising concerns and making a complaint

Everyone is encouraged to raise issues, in confidence, with their manager and where this is not possible with another more senior manager or HR. The person receiving the information must treat the matter seriously, offering confidentiality. When someone raises a concern, they must not be victimised as a result of their disclosure.

Concerns raised with the expressed wish of anonymity will be managed using the Whistleblowing and Complaints policies. Matters where the person requires a specific response/resolution in relation to their own employment, will be managed using the Grievance policy.

More information on our commitment to being accountable to all forms of complaints can be found in our Complaints Policy and guidance for managers on investigating concerns can be found in the Investigation Guidelines.

Guidance on applying the Grievance policy

All the principles of the Grievance policy apply in these instances, however particular care should be taken to ensure that appropriate support is given to the person/s raising the issue and to consider their wishes in resolving the matter. Where appropriate, staff should be supported to resolve difficulties informally and it might be appropriate to provide help in doing this, such as accompanying them to raise a matter with a colleague or providing mediation to help them work through the issue.

Where it is not appropriate or possible to resolve matters informally and a formal grievance pursued, care should be taken to provide both parties with support and the right to be accompanied to formal meetings. In some cases, it might be helpful either during or after the process to arrange counselling or coaching for the people concerned. CAFOD will cover reasonable costs where this is appropriate.

Guidance on applying the Disciplinary policy

All the principles of the disciplinary policy apply where it is determined that disciplinary action is required as a result of a complaint. Individuals subject to disciplinary proceedings are entitled to the right to be accompanied at formal meetings and should be provided with additional support as appropriate (such as counselling). Disciplinary confidentiality applies and therefore the outcome of proceedings will not be directly reported back to the staff who made the initial discourse/complaint. However, care will be taken to support this person following the conclusion of their case.

Risk Statement

Due to the nature of our operations, there is a medium risk that CAFOD staff will engage in activities that breach this policy. The impact on the organisation of proven or alleged breaches is high due to the potential harm to individuals and associated reputational damage.

Dissemination

This policy will be disseminated to all staff and included in new staff induction. All staff are required to sign to acknowledge receipt of the policy at the time of receiving and this process will be repeated every three years. Staff can access the policy at any time on **CAFODPeople**.

Compliance with policy

The Head of People is responsible for monitoring compliance through tracking of disclosures and investigated cases. If staff have concerns that they feel unable to address through the grievance process, they can report through the CAFOD **Whistleblowing Policy**

Trustee Responsibilities

This policy is owned and signed off by the Board of Trustees who are committed to ensuring that executive management adhere to and uphold the principles and practices contained within it.

Links to Policies and Guidance

There are a number of policies and guidance documents mentioned in this document. These can be located using the links below:

Organisational Policies

CAFODPeople: Workplace Policies

Additional guidance and information

ACAS – Bullying and Harassment in the workplace

ACAS - Equality

Bullying

This section is for paper copies only:

I have read and understand the contents of this Dignity in the workplace policy:

Signed: _____ **Date:** _____