



ALVANLEY PARISH COUNCIL

DIGNITY AT WORK POLICY

POLICY STATEMENT

Alvanley Parish Council is committed to creating and sustaining a working environment in which everyone is treated with dignity, respect, and fairness. We believe that a positive and inclusive workplace culture contributes to employee and councillor wellbeing, engagement, and performance. All have the right to work in an environment free from harassment, bullying, discrimination, and victimisation. This policy outlines our approach to promoting dignity at work and the procedures for dealing with inappropriate behaviour.

SCOPE

This policy applies to all employees, councillors, contractors, volunteers and anyone working on behalf of Alvanley Parish Council regardless of their contractual status or seniority. It applies to behaviour in the workplace, during work-related activities, events, and communications (including online or via social media), and in any other context where the actions may impact working relationships or the reputation of the council.

OBJECTIVES

- To promote a culture of dignity, respect, and inclusion.
- To prevent incidents of bullying, harassment, and discrimination.
- To provide clear procedures for raising and addressing concerns.
- To support affected individuals in a fair and timely manner.
- To ensure appropriate action is taken where unacceptable behaviour occurs.

DEFINITIONS

Dignity at Work

Treating others with courtesy and respect, valuing individual differences, and promoting a supportive and inclusive environment.

Bullying

Offensive, intimidating, malicious, or insulting behaviour that undermines, humiliates, or injures the recipient. It may be a single incident or a pattern of behaviour.

Harassment

Unwanted conduct related to a protected characteristic (e.g. age, gender, race, religion, disability, sexual orientation, etc.) that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, or offensive environment.

Victimisation

Treating someone less favourably because they have made or supported a complaint under this policy, or are suspected of doing so.

ROLES AND RESPONSIBILITIES

Employees, councillors and others

- Treat others with dignity and respect.
- Set a positive example through their behaviour.
- Promote and uphold the values of this policy.
- Speak up if they witness or experience inappropriate behaviour.
- Co-operate with investigations and resolution procedures.

Clerk, Chair or Vice-Chair

- Address issues promptly and fairly.
- Support individuals who raise concerns.
- Provide guidance and support in applying this policy.
- Ensure training and awareness are in place.
- Oversee the formal resolution process.

RAISING CONCERNS

Concerns can be raised either **informally** or **formally** depending on the situation.

Informal Resolution

Where appropriate, employees and councillors are encouraged to raise concerns directly with the individual involved, explaining how their behaviour has affected them. The Clerk, Chair or Vice-Chair of the council can support informal resolution through discussion or mediation.

Formal Procedure

If informal resolution is not appropriate or has not been successful, concerns should be reported to the Clerk, Chair or Vice-Chair of the council in writing. A formal investigation will be conducted in accordance with the council's grievance or disciplinary procedures.

INVESTIGATION PROCESS

- All complaints will be treated seriously and handled confidentially.
- A prompt and impartial investigation will be carried out.
- Both parties will be given the opportunity to present their views.
- Outcomes may include disciplinary action, mediation, or other corrective measures.

SUPPORT

Alvanley Parish Council is committed to supporting anyone affected by inappropriate behaviour. Support may include:

- Access to line management support.
- Counselling services or Employee Assistance Programs (EAP).
- Adjustments to working arrangements if necessary.

MALICIOUS ALLEGATIONS

False or malicious allegations may themselves be considered misconduct and will be dealt with under the disciplinary policy.

Adopted: 4th March 2026

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