

# Dignity and Respect at Work Policy



## Issued by the Human Resources Team

If you require this information in another format please go to the end of this document for further details.

### Purpose

KCC is committed to providing safe workplaces which are free from discrimination, harassment, violence or any other form of offensive and unacceptable behaviour. This Policy sets out the expected standards regarding dignity and respect at work.

This Policy complements KCC's Equality & Diversity Policy, the Resolution Policy and Procedure and the Complaints, Comments & Compliments Policy.

### Aims

Through this policy and the associated 'Dignity and Respect at Work Guidance' KCC aims to:

- ensure that employees, Elected Members, service users, volunteers and other individuals working for KCC's partner agencies are treated with dignity and respect at all times
- create a culture where individuals feel confident and comfortable in raising any concerns regarding offensive and unacceptable behaviour at work that they have directly experienced or witnessed
- provide awareness of what steps an individual should take if they have directly experienced or witnessed offensive and unacceptable behaviour at work.

### Scope

This Policy covers KCC employees, Elected Members, volunteers, partner organisations and contractors. It applies to incidents involving KCC employees where the perpetrator or victim is a KCC staff member, service user, Elected Member, volunteer and those who are contracted to work for KCC and those who work with KCC in partnership.

### KCC Standards

- All KCC employees, Elected Members, service users, volunteer and individuals working for KCC's partner agencies will be treated with dignity and respect at all times.
- Tolerance, understanding and respect for others are at the centre of KCC's organisational ethos
- KCC does not tolerate harassment, discrimination, violence or offensive and unacceptable behaviour towards individuals on any grounds (including the protected characteristics set out in the Equality Act 2010 – these being age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation).

- All employees (including those contracted to work for KCC), volunteers and Elected Members are expected to take action to report and challenge discriminatory, harassing or violent behaviour, language and attitudes, whatever their origins.
- Reports relating to dignity and respect issues will be dealt with promptly, effectively and sensitively.

### **Complaints Against Other Employees**

Employees wishing to register a complaint against another employee should use KCC's Resolution Procedure (for schools based employee the School's Grievance and Harassment Procedures should be used). Serious complaints against KCC employees may also require the Disciplinary Procedure and other procedures to be used.

Where complaints are unsubstantiated and found to be vexatious or maliciously made, this will be addressed in accordance with the Disciplinary Policy.

### **Monitoring & Recording**

In order to measure the effectiveness of KCC's approach towards dignity and respect at work and the practical application of the standards set out in this Policy, KCC will collect and monitor information on any complaints that are made.

### **Alternative Formats**

This document is available in other formats. Call 03000 416 409 or email Employment Policy Team for further details.

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