

## Dignity in the Workplace Policy

### Coláiste Íde

#### **Introduction**

In 2012 it was agreed to compile a *Dignity in the Workplace Policy* in line with the Health and Safety Act of 2005.

The Board of Management of Coláiste Íde recognizes that all staff members have the right to a work place free from bullying and sexual harassment.

It is the responsibility of all members of staff to support the charter to ensure that a safe and supported environment is created for all.

#### **Scope**

The *Dignity in the Workplace Policy* applies to all persons employed by the Board of Management of Coláiste Íde. Trustees, management, teaching and support staff, students and parents value and affirm each other and aim to work together in a collaborative fashion. This network of relationships must be underpinned by a deep respect for persons and is characterized by

- Respect for each other
- A high level of courtesy
- Tolerance
- Loyalty
- Integrity

#### **Link with Mission Statement and School Ethos**

The *Dignity in the Workplace Policy* stems from the school ethos as outlined by the Trustees, Cairde Choláiste Íde in the Mission Statement. Coláiste Íde aims to provide a safe and organised learning environment for all.

#### **Aims of the Policy**

- To create and maintain a positive working environment in Coláiste Íde
- To ensure that every member of staff may undertake their duties with dignity
- To ensure that all staff are aware of and committed to the principals set out in this policy

## Charter- Dignity in the Workplace

Every person in the work place has the right to be treated with respect and courtesy and to have her individuality valued. While we recognise that there may be personal differences between people who work in Coláiste Íde, these differences will not impinge upon good working relations in the school.

All staff are valued for their

- Professional Experience
- Knowledge and Expertise
- Contribution to the School Community

The following qualities are valued in the workplace

- Courtesy
- Cooperation
- Helpfulness
- Integrity
- Trust
- Generosity
- Kindness
- Friendliness
- Justice

**All individuals who work in Coláiste Íde or who come in contact with staff or students have a duty to uphold this charter and promote its provisions.**

### **Bullying**

Workplace bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons, against another or others, at the place of work and /or in the course of employment, which could reasonably be regarded as undermining the individual's right to a safe and comfortable working environment

### **Forms of Bullying**

- Humiliation
- Intimidation
- Verbal abuse

- Victimization
- Exclusion and isolation
- Invasion of privacy
- Assignment of unreasonable tasks or deadlines
- Implied threats

## **Harassment**

Harassment is a form of discrimination based on the following grounds

- Marital status
- Family status
- Sexual orientation
- Religion
- Age
- Disability
- Race
- Sexual harassment

## **Procedures for Dealing with Allegations**

### **Stage One: Informal**

- A) if the behaviour of one or more members of staff towards another is found to be unacceptable by the latter, (s)he has the right to explain to the former the (s)he is being made uncomfortable at work or is being offended in some way
- B) Should this be unsatisfactory an independent person, named and agreed by both parties, may attend the meeting ( the function of the third person is to support and advise both parties in a hope to resolve any issues
- C) As soon as any member of staff is made feel uncomfortable it is advisable that a diary of detailed notes of incidents be kept

If despite the above actions, the issue is not resolved the process of stage two should be followed

### **Stage Two: Formal**

The complainant may submit a written complaint to the principal or to a member of the Board and the details will be investigated

- A) the complainant will be interviewed to ascertain the details of the complaint

- Who was involved
  - When the incident(s) occurred
  - Where the incident(s) occurred
  - Any witnesses
  - Possible solutions to the problem
- B) all the facts will be presented to the relevant parties and they are given the opportunity to view and discuss the facts and submit a written reply
- C) Any inappropriate behaviour may be dealt with by the following
- a. A verbal warning
  - b. A Written warning
  - c. Suspension

The Dignity in the Workplace Policy was ratified by the Board of Management of Coláiste Íde in May 2012 and is due for review on May 2014