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Issue Date	18/01/2022
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## 247 ALLIANCE LTD

# DIGNITY AT WORK POLICY

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## OBJECTIVES

To protect all employees of 247 ALLIANCE LTD. from harassment, discrimination, bullying and victimization by:

- creating an environment where everyone is treated with respect and dignity.
- having procedures which protect all employees from harassment, discrimination, bullying and victimization at work wherever possible.
- having procedures to deal effectively with any complaints at work.

## PRINCIPLES

Any form of harassment, discrimination, bullying, and victimization is unacceptable. All employees have the right to:

- complain about harassment, discrimination, bullying and victimization at work.
- have their complaints taken seriously.
- have their complaints dealt with properly and in confidence.
- receive support and help from 247 ALLIANCE LTD.

## RESPONSIBILITIES

### MANAGING DIRECTOR AND DIRECTORS

Effective implementation of the policy. Monitoring the arrangements and practices. Ensuring the appointment of an appropriate number of employees to act as Harassment Advisers. Keeping confidential records of complaints made and investigations. Ensuring that employees have information on dignity at work.

### MANAGERS

Ensuring that all complaints from any member of staff are taken seriously and acted upon promptly. Ensuring that employees understand what harassment, discrimination, bullying, and victimization is, and that it is unacceptable, and that action will be taken against its perpetrators. Setting an example through their own behaviour towards employees. Making the list of Harassment Advisers through a notice board, at induction. Giving information about the Employee Support and Counselling Service, which will provide confidential and impartial advice. Ensuring that the equality and diversity information is available to all employees and new starters.

### EMPLOYEES

Ensuring that they do not harass, discriminate, bully, or victimize others. Breaches of this duty will be dealt with under the Disciplinary Procedure.

## DEFINITIONS

### HARASSMENT

Harassment is when someone considers that that they have been treated in a way that is detrimental to their dignity at work. Essentially it is treatment that somebody else finds unreasonable and unwelcome and which causes intimidation and offence. Although it may involve overt abuse of power, bullying, coercion, or violence, it can often appear in more subtle forms and can be unintentional. Harassment can be a single act or numerous acts.

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## DISCRIMINATION

Discrimination is about less favourable treatment on the grounds of sex, sexual orientation, race or origin, marital status, civil partnership status, disability, age, or any other characteristic an individual may identify with. It can also be about someone else's religion or sexual orientation other than the employee e.g. an employee may be subject to harassment because his son is gay. This may be harassment on the grounds of sexual orientation, despite it not being the employee's own sexuality that is the subject of the harassment.

Harassment can also occur where, for a reason, which relates to a person's disability another person engages in unwanted conduct, e.g. an employee with a learning disability is called 'stupid' and 'slow' by a colleague at work. This may be harassment on the grounds of disability, whether or not the disabled employee was present when the comments were made, because they were said with the intention of humiliating them.

## BULLYING

Bullying is offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means which undermine, humiliate, denigrate, or injure the individual or a group of employees. This kind of conduct is usually sustained. Examples of bullying are:

- Shouting at an employee in front of others.
- Sarcastic comments deliberately aimed at the individual.
- Ridiculing someone or deliberately setting them up to fail.
- Overbearing supervision or other misuse of power or position.
- Making threats about job security without foundation.
- Undermining a competent worker by overloading and constant criticism.

## VICTIMISATION

Victimization is less favourable treatment as a result of having taken action against the organization or an employee within the organization. Examples of victimization are:

- Ignoring someone or not offering them a post because they previously raised a complaint through any of the Council's procedures.
- Blocking opportunities e.g. training or progression because they have previously complained.

## IMPLICATIONS

Harassment, victimization, bullying or discrimination can lead to illness, absence from work, an apparent lack of commitment, poor performance and resignation. The results include:

- Poor morale
- Employees resigning, including potential claims for unfair dismissal.
- Lower efficiency.
- Divided teams

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### LEGISLATION

247 ALLIANCE LTD. Dignity at Work Policy supplements the right of an employee to seek legal redress for harassment and/or discrimination through the relevant legislation. A summary of the legislation that may apply is given below. Sex Discrimination Act 1975 Race Relations Act 1976 Disability Discrimination Act 1995 Sex Discrimination (Gender Reassignment) Regulations 1999 Disability Discrimination Act 1995 (Amendment) Regulations 2003 Employment Equality (Religion or Belief) Regulations 2004 Employment Equality (Sexual Orientation) Regulations 2004 Civil Partnership Act (2004).

- Employment Equality (Age) Regulations 2006 Under the Criminal Justice and Public Order Act 1994 it is an offence to intentionally cause a person harassment, alarm, or distress. This is where someone:
  - Uses threatening, abusive, or insulting words or behaviour, or disorderly behaviour.
  - Displays any visible representation which is threatening, abusive or insulting.

Under the Protection from Harassment Act 1997 it is an offence for someone to:

- Behave in a way which they know, or ought to have known, causes another to fear the use of violence against them.
- Behave in a way which they know, or ought to have known, causes another harassment.

Employees alleging harassment at work can complain to the Police. Managers should also consider this where there is evidence to suggest criminal action. Employers may be liable for what employees do during their employment, whether or not the employer knows of those acts. Employers can avoid a successful claim of unlawful discrimination only if they can show that they took reasonable steps to prevent the offence being committed.

**Malik Mustafa**

Director

05/01/2026

**Review Date:** 05/01/2027

**Signed**

