MSS
The HR People

Dignity At Work: Employer Responsibilities

Preventing bullying and harassment



Dignity At Work: Employer Responsibilities

MSS The HR People

Every employee has the right to be treated with dignity and respect in the workplace. Employers have a responsibility to promote a positive working environment and take appropriate steps to address bullying and harassment.

Bullying and harassment can have a significant impact on employee wellbeing, workplace relationships and the overall working environment. Addressing concerns promptly and consistently helps protect employees, support a positive workplace culture and reduce the risk of further issues arising.

This guide will help you understand your responsibilities when it comes to Dignty at Work.



What is 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 dignity at work.

What is Harassment

Any form of unwanted conduct related to any of the discriminatory grounds: religion, sexual orientation, gender, disability, age, civil status, family status, race, membership of traveling community.

What is Sexual Harassment

Any form of unwanted verbal, non-verbal or physical conduct of a sexual nature



MSS
The HR People

Employer Responsibilities

- [ ] Ensure you have an up to date Dignity at Work Policy, including
  - [ ] Name of contact person/s
  - [ ] Definitions and examples
  - [ ] Informal, secondary informal and formal process
- [ ] Promote a workplace culture based on dignity and respect
- [ ] Ensure employees understand the Dignity at Work policy and it is accessible
- [ ] Train all employees on Dignity at Work
- [ ] Train all nominated and contact persons on Dignity at Work
- [ ] Take all concerns seriously and respond promptly
- [ ] Maintain confidentiality as far as reasonably practicable
- [ ] Treat all parties fairly and objectively
- [ ] Protect employees from victimisation for raising concerns



MSS
The HR People

Responding to Concerns

1. **Listen and record**. Take the concern seriously and document the information provided objectively

2. **Assess the concern.** Establish whether it may involve bullying, harassment, sexual harassment, a grievance or another workplace issue

3. **Provide support**. Consider any immediate steps needed to protect employee wellbeing and prevent further issues.

4. **Explain the process**. Outline the available reporting options and explain the relevant company procedure

5. **Address the concern**. Consider informal resolution where appropriate, or follow the relevant formal procedure where necessary, and as per company policy

6. **Communicate the outcome**. Provide appropriate information to the relevant parties while respecting confidentiality, as part of the informal or formal process

7. **Follow up**. Monitor the situation where appropriate and take steps to prevent recurrence or further inappropriate behaviour



MSS
The HR People

HR Reminder

- ✓ Maintain an up to date Dignity at Work policy
- ✓ Ensure all employees know how to raise concerns
- ✓ Address complaints promptly and sensitively
- ✓ Follow the appropriate procedure for bullying or harassment
- ✓ Train all employees as well the nominated and contact persons
- ✓ Maintain confidentiality and secure records
- ✓ Review workplace practices to help prevent recurrence

MSS Tip

Take concerns about inappropriate workplace behaviour seriously, even where an employee has not made a formal complaint. Ensure managers particular nominated and contact persons understand their roles and responsibilities, to effectively support employees who raise concerns relating to dignity at work.

MSS
The HR People

MSS
The HR People

01 887 0690

mssthehrpeople.ie

info@mssthehrpeople.ie