



VALUING DIVERSITY AND DIGNITY AT WORK

GUIDING PRINCIPLES

Aloud is fully committed to sustaining a positive and mutually supportive working environment free from harassment, discrimination, bullying and victimisation where staff can work collaboratively and productively together, and where all staff are equally valued and respected.

We are committed to protecting the dignity of staff in their work: we have a commitment to equality, diversity and inclusion.

Diversity

Aloud is committed to valuing diversity and seeks to provide all staff with the opportunity for employment, career and personal development on the basis of ability, qualifications and suitability for the work as well as their potential to be developed into the job.

We believe that people from different backgrounds can bring fresh ideas, thinking and approaches which make the way work is undertaken more effective and efficient.

Aloud will not tolerate direct or indirect discrimination against any person on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation whether in the field of recruitment, terms and conditions of employment, career progression, training, transfer or dismissal.

It is also the responsibility of all staff in their daily actions, decisions and behaviour to endeavour to promote these concepts, to comply with all relevant legislation and to ensure that they do not discriminate against colleagues, customers, suppliers or any other person associated with the charity.

In adopting these principles, Aloud:

- Will not tolerate acts that breach this policy and all such breaches or alleged breaches will be taken seriously, be fully investigated and may be subject to disciplinary action where appropriate.
- Fully recognises its legal obligations under all relevant legislation and codes of practice.
- Will allow staff to pursue any matter through the internal procedures which they believe has exposed them to inequitable treatment within the scope of this policy.
- Will ensure that staff understand and maintain their responsibilities under this policy.
- Will offer opportunities for flexible working patterns, wherever operationally feasible, to help employees to combine a career with their domestic responsibilities.
- Will provide equal opportunity to all who apply for vacancies through open competition.
- Will select candidates only on the basis of their ability to carry out the job, using a clear and open process.
- Will provide all employees with the training and development that they need to carry out their job effectively.
- Will provide all reasonable assistance to employees who are or who become disabled, making reasonable adjustments wherever possible to provide continued employment. We will ensure an appropriate risk assessment is carried out and that appropriate specialist advice is obtained when necessary.

Dignity at Work

The charity believes that the working environment should at all times be supportive of the dignity and respect of individuals. If a complaint of bullying, harassment or inappropriate behaviour is brought to the attention of management, it will be investigated promptly and appropriate action will be taken.

BULLYING may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power to undermine, humiliate, denigrate or injure the recipient.

Bullying may not be deliberate – someone may demonstrate bullying behavior without meaning to. It may be obvious, or it may be hidden. In every form, it's unwarranted and unwelcome and will often cause distress through embarrassment, humiliation or fear to the individual or group of individuals.

HARASSMENT is “unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual” (Equality Act 2010).

Harassment may consist of persistent behaviour, although one single act may be considered sufficiently serious to warrant formal or informal reporting.

Bullying and Harassment may relate to a **PROTECTED CHARACTERISTIC** under the Equality Act 2010. Protected characteristics are: a person’s gender, disability, gender reassignment or gender identity, pregnancy and maternity, marital status, race, religion, sexual orientation and age. The victim might not themselves possess the protected characteristic but might be perceived to do so.

Sexual harassment is unwanted behaviour of a sexual nature which violates the dignity of the harassed person, makes them feel intimidated, degraded or humiliated, and/or creates a hostile or offensive environment.

Forms of harassment may include:

- physical contact ranging from touching to serious assault
- verbal and written harassment through jokes, offensive language, gossip and slander, sectarian songs, letters and so on
- visual display of posters, graffiti, obscene gestures, flags and emblems
- isolation or non-cooperation at work, exclusion from social activities
- coercion ranging from pressure for sexual favours to pressure to participate in political/religious groups
- intrusion by pestering, spying, following someone
- bullying.

Aloud has a formal procedure for dealing with these issues which staff members can access through the Staff Handbook or obtain from the Chief Executive.

Aloud
April 2021

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