

WILTSHIRE COUNCIL

STAFFING POLICY COMMITTEE

9 May 2012

DIGNITY AT WORK POLICY AND PROCEDURE

Purpose of Report

1. This report presents the revised dignity at work policy and procedure and guide to dignity at work and equality and diversity. These documents have been linked and updated to reflect changes in line with the Equality Act 2010 with the aim of having it approved by this committee.

Background

1. The dignity at work policy and procedure currently on HR direct was last revised in July 2010 and therefore did not contain information about the Equality Act which came in to force on 1 October 2010. As an interim measure some guidance about the Equality Act in relation to issues such as discrimination, harassment and victimisation was placed in the dignity at work section on HR direct as an additional source of information.
2. Amendments have now been made to the dignity at work policy to link it to the guide. The policy also contains other drafting amendments for further clarity and to bring it in to line with the HR policy format and other policies and procedures including the disciplinary, grievance and behaviours framework particularly in respect to manager, employee and HR responsibilities.
3. The guide has been slightly modified for clarity and includes more information about third party harassment. The information about equal opportunities relating to employees using the policy including accessibility, previously at the end of the guide will now be set out in a separate document. The current guidance for employees who are accused of inappropriate language or behaviour will be amalgamated with similar guidance under the grievance procedure.
4. The aim of this review was also to:
 - maintain consistency of approach by adopting the standard policy format;
 - make the procedure clearer and easier to follow
 - ensure the content is up to date and fit for purpose.

Main Considerations for the Council

5. In amending the policy and procedure key stakeholders were consulted including the operational human resources teams, legal, the stakeholder panel and the unions.
6. The main changes to the dignity at work policy and procedure are:
 - the policy and procedure has been updated in line with the Equality Act 2010 and other HR policies and procedures.

- roles and responsibilities have been clarified.
7. There is toolkit guidance which accompanies this policy and procedure which is also currently being reviewed.

Environmental Impact of the Proposal

8. None.

Equalities Impact of the Proposal

9. An Equalities Impact Assessment was undertaken on 29 February 2012 and no negative impacts were identified.

Risk Assessment

10. None

Options Considered

11. None.

Recommendation

12. To recommend approval of the dignity at work policy and procedure.

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The following unpublished documents have been relied on in the preparation of this Report: None