

CRANFORD PARISH COUNCIL



DIGNITY AT WORK, BULLYING AND HARRASSMENT POLICY

The Council will not tolerate bullying or harassment by its employees or its councillors. This policy reflects the spirit in which the council intends to undertake all its business.

The Council will not tolerate bullying or harassment of its employees or councillors by other employees or councillors. Nor will it tolerate bullying or harassment of its employees by visitors to the council or members of the public.

The Council recognises its legal duties to protect its employees from bullying and harassment and to ensure that its employees do not bully or harass others.

The Council will follow the ACAS guidance on the definition of bullying and harassment which are behaviours unwanted by the recipient.

Bullying is characterised as a pattern of offensive, intimidating, malicious, insulting or humiliating behaviour. It is an abuse of use of power of authority which tends to undermine an individual or group of individuals, gradually eroding their confidence and capability, which may cause them to suffer stress.

Harassment is unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment. This policy covers, but is not limited to, harassment on the grounds of sex, marital status, sexual orientation, race, colour, nationality, ethnic origin, religion, belief, disability or age.

The Council considers bullying and harassment to be examples of serious misconduct. This will result in disciplinary procedures for employees and in some cases to charges of gross misconduct and summary dismissal. Any complaint made against an employee will be investigated under the Council's Disciplinary procedure.

Allegations of bullying and harassment by Councillors may result in referrals to the Standards Process at Kettering Borough Council as a contravention of the Members Code of Conduct.

Both employees and councillors may in addition lay themselves open to personal legal action for serious harassment.

The Council takes seriously its responsibility to protect its employees from bullying and harassment and will investigate all complaints either informally or formally.

Any employee experiencing bullying or harassment should report this to their Manager or alternatively raise a formal grievance under the Council's grievance procedure