

Report

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| Report to: | Corporate Resources Committee |
| Date of Meeting: | 28 October 2009 |
| Report by: | Executive Director (Corporate Resources) |

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| Subject: | Dignity at Work Policy |
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ outline the main changes to the Dignity at Work Policy resulting from changes in legislation

2. Recommendation(s)

2.1. The Committee is asked to approve the following recommendation(s):-

- (1) that the revised Dignity at Work Policy be referred to the Executive Committee for approval.

3. Background

3.1 The Council's Dignity at Work Policy provides guidance on preventing behaviour and actions that could be viewed as harassment, bullying, discrimination or victimisation in the workplace for employees of South Lanarkshire Council. It sets out the standards of behaviour expected of employees and the procedures to be followed in terms of Dignity at Work complaints.

3.2 The Dignity at Work Policy was last revised in October 2001 and in order to ensure that the Policy continues to provide clarity for employees and that it is legislatively accurate, the Policy has been reviewed and updated.

4. Proposals

4.1 The attached revised version of the Dignity at Work Policy was required as a result of changes in legislation and includes recommendations from the Black and Minority Ethnic (BME) and Disability Forums to provide clearer examples and definition for employees. The main changes are as follows:-

- ♦ all legislation references have been updated, in particular the addition of the Employment Equality Regulations
- ♦ definitions of Bullying, Harassment, Discrimination and Language have been updated
- ♦ the right to be accompanied by a companion has been clarified as a fellow worker, accredited trade union representative or an official employed by a trade union. This means employees can no longer bring a person of their choice which includes a Solicitor to any hearings
- ♦ mediation will be offered where it is deemed appropriate

5. Employee Implications

- 5.1 The content of the revised Dignity at Work Policy will be communicated to all employees through The Works magazine and a Management Bulletin/Personnel Circular.

6. Financial Implications

- 6.1 There are no financial implications.

7. Other Implications

- 7.1. None.

8. Equality Impact Assessment and Consultation Arrangements

- 8.1 An equality impact assessment has been carried out on the recommendations contained in this report and, where issues were identified, remedial action has been taken. The assessment is that the proposals do not have any adverse impact on any part of the community covered by equalities legislation, or on community relations, and the results of the assessment will be published on the Council's website.
- 8.2 The revised Dignity at Work Policy has been discussed and agreed with the Personnel Managers group and with the trade unions through the JTUC Executive. Consultation was also carried out with the Lanarkshire Black and Minority Ethnic Employee Forum and the Disabled Employees' Forum.

Robert McIlwain

Executive Director (Corporate Resources)

15 September 2009

Link(s) to Council Objectives

- ◆ excellent employer
- ◆ people focused
- ◆ fair and open
- ◆ working with and respecting others

Previous References

Corporate Resources Committee – 17 October 2001

List of Background Papers

- ◆ Dignity at Work published October 2001

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

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