BURTON GREEN PARISH Council
Contact the Council : clerk@burtongreenparishcouncil.gov.uk
Tel: 01926 754030 Website: www.burtongreenparishcouncil.gov.uk

DIGNITY AT WORK POLICY

Burton Green Parish Council (the Council) will not tolerate bullying or harassment of any of its employees by Councillors, other employees, contractors, or members of the Public. The Council is committed to the elimination of any form of bullying or harassment in the workplace.

SCOPE

This policy covers bullying and harassment of all employees engaged to work for the Council.

THE COUNCIL'S POSITION ON BULLYING AND HARASSMENT

All Council employees are entitled to dignity, respect and courtesy in the workplace. The Council expects all representatives of the Council to treat each other with respect and uphold the values of the Code of Conduct, Equality and Diversity policy, and all other policies and procedures set by the Council.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially; see the Council's Grievance Policy for further details regarding the formal process.

Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

Staff and others have a responsibility not to make false allegations. While the Council will assume that all complaints of bullying and harassment are made in good faith, in the event that allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the council's disciplinary procedure.

EXAMPLES

'Bullying' or 'harassment' are phrases that apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.

Bullying and harassment may occur face-to-face, in meetings, through written communication including electronic communication such as email or on social media, by telephone or through automatic supervision methods. It may occur on or off work premises, during work hours or non-work time.

Bullying: Behaviour that leaves the victim feeling upset, threatened, humiliated, belittled or vulnerable, which undermines their self-confidence, and which may cause them to suffer stress.

Harassment: where a person is subject to unwanted conduct that violates their dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment". This usually 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.

Bullying and harassment are behaviours which are unwanted by the recipient. Bullying and harassment in the workplace can lead to poor morale, low productivity and poor performance, sickness absence, mental health issues, lack of respect for others, turnover, damage to the Parish Council's reputation and ultimately, legal proceedings against the Parish Council including payment of legal fees and potentially unlimited compensation.

It is important to recognise that bullying does not include constructive and fair feedback about employees' behaviour or performance from colleagues and Councillors; it is part of normal employment and management routines and should not be interpreted as anything different.

VICTIMISATION

Victimisation is subjecting a person to a detriment because they have, in good faith, complained that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint.

The Council will not tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. The council will take appropriate action to deal with any alleged victimisation, which may include disciplinary action against anyone found to have victimised employee(s).

REPORTING CONCERNS

If employees feel that they are being bullied or harassed by a Councillor, colleague or contractor, there are two possible avenues, informal or formal, as described below. Anyone concerned about being bullied or harassed is encouraged to maintain a record of the incidents.

Informal resolution

Employees who feel that they have been bullied or harassed should try to resolve the problem informally, in the first instance. It may be sufficient to explain to the person(s) involved in the unwanted behaviour, or an intermediary, that their conduct is unacceptable, offensive, or causing discomfort.

If the complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as extremely serious allegation or in cases where a problem has happened before) the Council may decide to investigate further and take more formal action.

Raising a formal complaint

If informal resolution is unsuccessful or inappropriate, employees can make a formal complaint about bullying and harassment through the Council's grievance procedure, see the Grievance Policy for details.

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At all times the confidentiality of the complaint will be of paramount importance to maintain trust in the process. Details of the complaint will not be shared with the Council without prior approval by the aggrieved. The Council will undertake not to victimize the complainant for raising the complaint once the appropriate dispute resolution process has been concluded.

This policy will be monitored periodically by the Council and will be updated in accordance with changes in the law

Signed (Chair):	Cllr Aizlewood
Date:	19th October 2026
Date for next review:	October 2028