

# KDC Contractors Ltd

## POL009 Dignity at Work Policy Statement

All Employees are entitled to be treated with dignity at work.

It is the Company's policy to treat job applicants and employees in the same way regardless of their age, sex, sexual orientation, race, ethnic origin, religious belief or disability.

The Company is committed to this policy. Every Employee has personal responsibility for the implementation of this policy and any queries regarding the policy or its application should be addressed to a senior manager. It is a condition of employment that Employees comply with this policy.

Implementation of the policy is the responsibility of the Managers and where appropriate, the personnel department. They are responsible for ensuring that appropriate support is provided for Employees.

### Principles

This policy has been introduced to ensure uniformity and consistency in the way the Company protects Employees' dignity at work

The procedure has been produced to promote uniformity and consistency in the way the Company deals with any aspect of harassment.

An Employee acts in breach of this policy if they cause a person to suffer harassment, bullying or subjects a person to any act, omission or conduct which causes him to be alarmed or distressed. This policy applies to all full time, part time, permanent and temporary Employees.

It is recognised that individuals may require additional support when making claims of harassment. Support may be available from a work colleague. The matter may be discussed in confidence with a representative from HR.

### Definitions of Harassment & Bullying

#### Harassment

Examples of harassment include the following;

Behaviour which is offensive, abusive, malicious, insulting or intimidating

Repeated unjustified criticism

Punishment or changes in responsibility imposed without reasonable justification

Unwanted conduct either verbal or non-verbal which is of a sexual nature

Unfavourable conduct at work, whether verbal or non-verbal, towards someone based on his/her disability/race/gender/religious belief/sexual orientation which could affect his/her dignity at work

Unfavourable conduct at work, whether verbal or no-verbal, towards someone based on his/her disability which could affect his/her dignity at work

It is possible for a single incident to amount to harassment if it is sufficiently serious.

Examples of bullying include the following;

- a) derogatory remarks
- b) insensitive jokes or pranks
- c) insulting or aggressive behaviour
- d) ignoring or excluding an individual
- e) setting unrealistic deadlines
- f) public criticism
- g) substituting responsible tasks with menial or trivial ones
- h) withholding necessary information
- i) constantly undervaluing effort

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This list is not exhaustive. The actions listed above must be viewed in terms of the distress they cause the individual. It is the perceptions of the recipient that determine whether any action or statement can be viewed as bullying.

Examples of harassment or bullying include sexual or racial banter, the display of material with sexual or racial overtones, sarcastic personal remarks about colleagues, especially those who report to you; over-demanding or unreasonable requirements.

### **Examples of sexual harassment including the following:-**

Unwanted physical contact which includes unnecessary touching; patting or pinching; brushing up against an Employee's body

Unwelcome sexual advances, continued suggestions for sexual activity or requests for dates after it has been made clear that it is unwelcome

Offensive and lewd comments, suggestive remarks and innuendoes

Display of offensive pictures, posters or written material which includes "pin-ups", pornography etc.

Making sexually suggestive gestures

Offensive conduct such as derogatory abuse and insults which are gender related.

The above examples of harassment are not meant to be exhaustive and others may also be applicable.

### **Examples of racial harassment may include the following:-**

Bullying, verbal abuse of a racial nature.

Racist jokes or pranks relating to a person's race etc.

Racially derogatory remarks.

The display of racially offensive material or graffiti.

Deliberate isolation or non co-operation at work.

Insulting behaviour, threats or physical assaults.

### **Procedure**

Any Employee may use the grievance procedure to complain about a breach of their dignity at work.

If any matter relates to sexual, racial, religious or disability discrimination/harassment then the grievance may be raised directly with HR. The Company wishes to stress that no Employee who raises a grievance will be penalised or suffer a detriment as a result of having raised such a grievance unless it is done maliciously or in bad faith.

In cases of sexual, racial, religious or disability discrimination/harassment the employee may use either following procedure will apply:-

Someone on the receiving end of harassment may wish to try to resolve the problem by explaining to the individual concerned that the behaviour is not acceptable and that it offends that person.

If an Employee feels that they have been subjected to harassment or bullying behaviour, they may seek confidential assistance from their manager.

Complaints under this procedure should be made in accordance with the Grievance Procedure.

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### General Considerations

The appropriate line manager must ensure that any Employee who makes a complaint of bullying is not victimised. Victimisation occurs when a person is treated less favourably for a reason connected with dismissal.

Where a complaint has been upheld, consideration will be given where possible to any request by the complainant to transfer from their current post.

Where a complaint is not upheld, for example where there is not sufficient evidence, consideration will be given to making arrangements to enable the parties to not continue working together should that be the wish of either party.

### False Accusations

Whilst it is fully expected that Employees will act responsibly with regard to this issue, it should be made clear that any false accusations can have a serious effect on innocent individuals. Therefore, should any subsequent investigation show that a false accusation has been made in bad faith then appropriate disciplinary action will be taken which may include a dismissal.

### Visitors/Contractors

This policy also applies to visitors, customers and suppliers. Any Employee who, after investigation, is found to be harassing visitors and/or customers will be subject to disciplinary action which may lead to dismissal.



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