



Longworth Parish Council  
Village Hall  
High Street  
Longworth  
OX13 5DU

## **DIGNITY AND RESPECT AT WORK POLICY**

### **Introduction**

Longworth Parish Council believes that civility and respect are important in the working environment, and expect all councillors, officers and the public to be polite and courteous when working for, and with the Council.

### **Purpose**

To ensure that all those working for and with the Council are treated with dignity and respect. Longworth Parish Council has signed the Civility Pledge to demonstrate commitment to this.

### **Scope**

We expect that respect is demonstrated by listening to others, considering other's feelings, following rules, expressing thanks and being kind to each other. A member of the council or those contracted to work on behalf of the council can raise issues of bullying or harassment to Longworth Parish Council Chair or Vice-Chair. This will always be treated as a serious issue.

Examples of bullying or harassment include:

- Unwanted physical contact;
- Insulting behaviour;
- Ridiculing or excluding others;
- Abuse of power; and/or
- Offensive language or comments.

Some examples may be less clear but if the behaviour continues after a person has expressed their discomfort, then this is classified as harassment.

Those reporting harassment or bullying will not be treated differently but reasonable measures may be agreed to protect health and safety, for example, a change of work environment.

If you witness bullying or harassment this can also be reported to Clerk, Chair or Vice-Chair in confidence.

### **Resolutions**

- Informally through individual approach and discussion by the person who has felt harassed or bullied or by discussion with a third party Chair or Vice-Chair
- If the above approach is unsuccessful or inappropriate, a formal complaint can be made and will be investigated. Details such as times dates of any incidents will be provided.
- If it is believed that there is a serious case to answer, a disciplinary process may be commenced.

The council will seek support in the above from professional bodies (OALC or SLCC)