



Dignity at work policy

Introduction

The Press recognises the right of all colleagues to be treated with respect and dignity and is committed to the development of positive policies for the elimination of all kinds of harassment. Harassment at work in any form by any party is unacceptable and will not be permitted or condoned. Harassment because of the actual or perceived race, sex (including gender re-assignment), sexual orientation, age, religion or belief or disability of a person or someone with whom they associate (such as a work colleague, relative or partner) constitute unlawful discrimination for which both the harasser and the Press may be held liable. Harassment may also be a criminal offence and give rise to a civil claim. It may also contravene health and safety legislation.

Colleagues have the right to work in an environment free from harassment, bullying and any other type of intimidation from any colleagues or third parties whom they deal with during the course of their employment or engagement.

Scope

This policy covers harassment or bullying by colleagues or third parties which occurs during the course of their employment both in the workplace itself and in settings outside the workplace, such as business trips, events or social functions organised for or on behalf of the Press and on or off its premises.

This policy covers every individual working for the Press irrespective of their status, level or grade. It therefore includes all directors and colleagues, consultants, contractors or freelancers including authors, part time or fixed term workers, casual and agency colleagues or anyone else engaged to work at the Press, whether by direct contract or otherwise.

This harassment policy is not contractual but informs colleagues of the types of behaviour that are unacceptable and provides anyone who is the victim of harassment with a means of redress. Anyone found to be in breach of this policy will be liable to disciplinary action which could result in their dismissal. If the complainant or alleged harasser is not employed by the Press, for example, if their contract is with an agency, this policy will still apply but with any necessary modifications, for example, working with the agency on the appropriate investigation and disciplinary proceedings. The policy

covers bullying and harassment in the workplace and in any work-related setting outside the workplace, for example, business trips and work-related social events.

What is harassment?

Harassment takes many forms, occurs on a variety of different grounds and can be directed at one person or many people by any colleague(s) or third parties who they deal with during the course of their employment or engagement. Harassment is conduct that it is unwanted by the recipient and which the recipient finds offensive or unacceptable. It can include unwelcome physical, verbal or non-verbal conduct. It can also include circulating information or images via email or the internet (including on social network sites). Conduct can be harassment even if it was not intended to violate the recipient's dignity, if it has that effect.

Conduct becomes harassment if it is persisted in once it has been made clear that it is regarded by the recipient as offensive, although a single incident may amount to harassment if it is sufficiently serious. In the case of sexual harassment in particular, it is important to note that it is the unwanted nature of the conduct which distinguishes harassment from friendly behaviour which is welcome and mutual.

Harassment can be based on a wide variety of characteristics attaching to or perceived as attaching to the recipient or a person with whom they associate including:

- Making sexually offensive comments about dress or appearance, the display or distribution of sexually explicit material, or demands for sexual favours
- Engaging in harassment on the grounds of a person's sexual orientation (or assumptions about a person's sexual orientation) including making derogatory homophobic, transphobic, or biphobic remarks or jokes aimed at a particular person, offensive comments relating to a person's sexual orientation, refusal to acknowledge a person's gender or identity, or threats to disclose a person's sexual orientation to others
- Making offensive references to a person's race, ethnicity, skin colour, religion, nationality, dress, culture, background or customs which have the effect of ridiculing or undermining an individual or fostering hatred and/or prejudice towards individuals or particular groups
- Ignoring, disparaging, or ridiculing a person because of assumptions about their capabilities, or making offensive reference to an individual's appearance which may or may not be in the context of their disability
- Controlling or coercive behaviour, such as pressure to subscribe to a particular political or religious belief
- Being in an inferior position in terms of power or hierarchy (leading to harassment or bullying)
- Willingness to challenge harassment (leading to victimisation)
- Isolation or non-co-operation and exclusion
- Abuse of a position of power by bullying or humiliating
- Intrusion by pestering, spying and stalking

Online harassment may take the form of intimidating, offensive, or graphic posts or threats on social media sites or chat rooms, or communications by email, text, or instant messaging.

Colleague responsibilities

All colleagues and third parties have a responsibility to help ensure that the dignity of all colleagues and third parties is respected in the work environment. Everyone must comply with this policy and should ensure that their behaviour to colleagues and customers does not cause offence and could not in any way be regarded as harassment.

Colleagues and third parties should discourage harassment by making it clear that they find such behaviour unacceptable and by supporting colleagues who suffer such treatment and are considering making a complaint. They should alert a manager or supervisor in confidence to any incident of harassment (including harassment by any third party arising during the course of the recipient's employment or engagement) to enable the Press to deal with the matter.

If you are a victim of harassment yourself you should use the procedure described later in this policy.

Managers' and supervisors' responsibilities

Managers and supervisors have a duty to implement this policy and to make every effort to ensure that harassment does not occur, particularly in work areas for which they are responsible.

Managers and supervisors should:

- Explain this policy to their colleagues and ensure that everyone has been given a copy
- Be responsive and supportive to any colleague who makes an allegation of harassment, provide clear advice on the procedure to be adopted and ensure that confidentiality is maintained
- Set a good example by treating all colleagues and customers with dignity and respect
- Ensure that there is no victimisation or further problem of harassment once a complaint has been resolved

Press's responsibilities

The Press will ensure that adequate resources are made available to promote respect and dignity in the workplace and to deal effectively with complaints of harassment.

The Press will communicate this policy to all colleagues and include information on this policy as part of its induction programme.

The Press will ensure that managers and supervisors, and any other colleagues playing any part in operating the complaints procedure understand their responsibilities under this policy.

The Press's HR team will provide advice to those conducting any investigations under this policy and will normally be present in an advisory capacity at any hearings.

Where the alleged harasser or person being harassed is a third party the Press will work with the organisation or individual as appropriate following the procedures set out in this policy with any necessary modifications.

Harassment procedure

Owing to the seriousness with which the Press views harassment, informal and formal reporting procedures have been introduced which are separate from and replace the Press's Grievance Procedure as a mechanism for dealing with complaints of harassment.

Colleagues who are victims of harassment, whether by a Press colleague or third party, must not hesitate to use this procedure for fear of victimisation. Retaliation against a colleague who brings a complaint of harassment is a serious disciplinary offence which may constitute gross misconduct. Colleagues should refer to their local HR intranet site for the procedure for addressing harassment.

Where the victim of harassment is a third party they should contact our whistleblowing hotline, managed by Expolink, which is an anonymous, free-to-call and completely confidential service.

Information and telephone numbers can be found at:

Web: <https://wrs.expolink.co.uk/cambridgeuniversity>

Email: cambridge@expolink.co.uk

Because it is easier to resolve harassment issues if they are brought to the Press's attention quickly, all colleagues are encouraged to invoke the harassment procedure promptly if they think they have been harassed.