

Dignity at Work Policy

Christ the Redeemer College



**Christ the
Redeemer College**
L o n d o n

1. Statement of Policy

Christ the Redeemer College is committed to creating and maintaining a safe, inclusive, and respectful working environment where all staff, students, and visitors are treated with dignity and fairness. Every member of our community has the right to work and study in an atmosphere that is free from bullying, harassment, sexual misconduct, discrimination, and victimisation.

This policy affirms our commitment to uphold a culture of mutual respect, professionalism, and integrity, in line with the College's core values. It sets out the expectations of behaviour, outlines what constitutes unacceptable conduct, and provides guidance for addressing concerns or complaints under this policy.

2. Purpose and Aims

The Dignity at Work Policy aims to:

- Support and sustain a positive and thriving workplace environment, free from inappropriate or unacceptable behaviour.
- Make clear that bullying, harassment, discrimination, and sexual misconduct are not tolerated.
- Establish a clear framework for promoting respectful behaviour and preventing misconduct.
- Provide information and guidance on how to raise concerns and what options are available to those affected.
- Set out the responsibilities of staff and managers in responding to and managing dignity at work concerns.
- Ensure that complaints are addressed in a timely, sensitive, and appropriate manner.

3. Scope and Eligibility

This policy applies to:

- All staff members of the College, including full-time, part-time, and contract workers.

- All visitors to the College, including academic visitors, suppliers, contractors and their representatives, and individuals attending events.
- Circumstances where students raise concerns about staff behaviour (handled under the Student Complaints Procedure), and where the Rector may instigate this policy in consultation with the Office of Student Affairs and Human Resources.

Where a staff member raises a complaint against a student, Human Resources should be contacted in the first instance.

This policy does not form part of any employment contract and may be amended periodically.

4. Expectations of Conduct

All members of the College community are expected to:

- Treat others with dignity, courtesy, and respect at all times.
- Take personal responsibility to uphold the principles of this policy and model good behaviour.
- Discourage and challenge inappropriate behaviour and raise concerns through appropriate channels.
- Support colleagues and peers who may be subject to discrimination, harassment, or bullying.

Managers have an enhanced responsibility to lead by example, promote a respectful work culture, and act promptly where concerns are raised.

5. Definitions of Unacceptable Behaviour

5.1 Harassment

Harassment refers to any unwanted or unwarranted behaviour that has the purpose or effect of:

- Violating an individual's dignity, or
- Creating an intimidating, hostile, degrading, humiliating, or offensive environment.

This may be a single incident or a pattern of behaviour and can occur in person, online, or through written or visual communication.

Examples include:

- Sexually explicit comments or gestures, inappropriate touching, or demands for sexual favours.
- Derogatory remarks or jokes based on race, gender, sexuality, religion, disability, or other protected characteristics.
- Ridiculing or undermining behaviour, ignoring or excluding someone deliberately.
- Coercive or controlling actions, including pressure to conform to certain beliefs or ideologies.
- Online harassment, including offensive messages or threats via social media, email, or other digital platforms.

5.2 Sexual Misconduct

Sexual misconduct includes any unwelcome sexual activity or behaviour where consent has not been given or has been withdrawn. Examples include but are not limited to:

- Sexual activity or attempted sexual activity without consent.
- Sharing sexual images or information without consent.
- Inappropriate sexual remarks or advances.
- Unwanted physical contact, including kissing or touching.
- Repeated unwanted attention or stalking behaviour.

5.3 Criminal Conduct

Where an allegation may amount to a criminal offence, such as serious assault, the Dignity at Work Procedure may not be appropriate. In these cases, staff are encouraged to seek support from the Human Resources team and consider reporting the matter to the police. Guidance on managing serious incidents such as sexual assault is available through the College's safeguarding resources.

6. Legal Context and Equality Duties

This policy supports the College's obligations under UK equality legislation, including the Equality Act 2010. The law provides protection against discrimination, harassment, and victimisation on the grounds of protected characteristics. The College's Equality, Diversity, and Inclusion resources offer more detail on these responsibilities and available support.

7. Reporting and Resolution

The College encourages staff to raise concerns as early as possible. In many cases, issues can be resolved informally. However, formal procedures are also available. Concerns should be raised with line managers or directly with Human Resources.

Support is available throughout the process, including pastoral care through the College Chaplain and access to wellbeing resources. Managers are expected to treat all concerns seriously and respond promptly, in line with the College's policies and procedures.