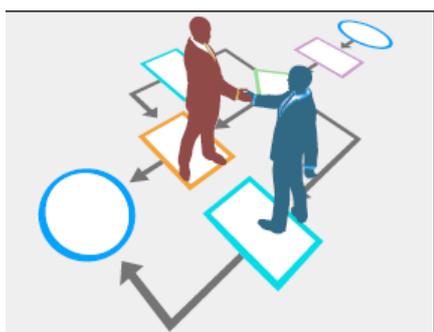


FAIR TREATMENT AT WORK

**(LGE & TEACHERS AND ASSOCIATED
PROFESSIONALS - POLICY)**

FEBRUARY 2017 – VERSION 2



1. POLICY STATEMENT

- 1.1 Dumfries and Galloway Council (the Council) is committed to preventing unfair treatment and providing a positive working environment which is free from all forms of unfair treatment.
- 1.2 The GTC (Scotland) Code of Professionalism and Conduct sets the standards for professionalism towards colleagues, Parents and Carers and the commitments and principles within this policy fully accords with the Code.
- 1.3 Bullying, harassment and victimisation, whether intended or not, can cause offence or injury to employees and are always unacceptable. Employees must be aware that such behavior may lead to disciplinary action which may include consideration of dismissal.
- 1.4 The Council promotes a culture of prevention, early intervention, openness and trust.
- 1.5 Managers have a responsibility to promote this policy and the potentially damaging effect unfair treatment can have on employees. Managers must also take any concerns seriously and deal with employees' concerns in a fair and reasonable way.
- 1.6 Employees have a responsibility to ensure that they treat others with dignity and respect.
- 1.7 This policy and procedure provides the framework and process for dealing with complaints of unfair treatment.
- 1.8 The Grievance Policy may be used as an alternative to the Fair Treatment at Work Policy.
- 1.9 Where concerns are raised employees should provide as much information as possible in order to support a complaint.

- 1.10 Definitions of bullying, harassment and victimisation, and what constitutes unacceptable behaviour are contained within the [Fair Treatment at Work Procedure](#).
- 1.11 This policy is in accordance with relevant legislation and best practice.

2. PRINCIPLES

- 2.1 The Council has a zero tolerance approach to bullying, harassment, and victimisation.
- 2.2 When a complaint is raised managers must act quickly to address concerns. In the first instance managers are encouraged to explore the use of and effectiveness of an informal approach with the complainant e.g. informal discussion.
- 2.3 The Council recognises that concerns will develop into serious complaints if they are not addressed and could lead to a deterioration of work performance and relationships.
- 2.4 Managers are responsible for ensuring that employees perform to an acceptable standard within the Council's performance management framework. Legitimate, appropriately conducted monitoring of an employee's job performance does not constitute bullying.
- 2.5 Employees who witness behaviours which may constitute unfair treatment towards other employees must bring these matters to the attention of an appropriate manager or trade union representative as quickly as possible. These matters can also be reported via the Councils anonymous hotline '[Expolink](#)' (0800 374199)
- 2.6 All concerns will be dealt with promptly and in a sensitive and confidential manner.

- 2.7 Employees who raise concerns which are found to be malicious and/or vexatious will be dealt with under the Disciplinary Policy, Procedure and Guidance (Teachers & Associated Professionals or LGE).
- 2.8 Employees have the right to be supported and represented by a work colleague or Trade Union official at all stages of the procedure.
- 2.9 This Policy supports the values set out within our Workforce Charter “Working as One Council” as set out within our [Workforce Strategy](#)

3. SCOPE

- 3.1 This Policy applies to all Dumfries and Galloway Council employees including teachers.
- 3.2 The policy covers all situations both within the workplace and in any work-related setting outside the workplace, including for example conferences and work-related social events.

4. RELATED PROCEDURES/TOOLKITS

- 4.1 This Policy should be read in conjunction with the Council’s [Fair Treatment at Work Procedure](#).

5. MONITORING & REVIEW

- 5.1 This policy has been jointly developed and consulted on with managers and Trade Unions. The Policy has been subject to an Equality Impact Assessment and any findings incorporated into the policy.
- 5.2 This policy will be reviewed every 2 years.

HR & OD POLICIES

Human Resources & Organisational Development



Document History

Policy

Version	Revision Date	Previous Revision Date	Summary of Changes
2	February 2016	November 2013	

Committee Approval

Version	Committee	Committee Date
1	Policy & Resources	November 2013

Distribution

The approved version of this document is distributed to:

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