

AP 018 Dignity at Work	Rev No: 2	Issue Date 28/11/2017	Written By: Brian Purcell	Approved By: Ken Long
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PURPOSE

The purpose of this policy is to promote a work environment where all employees have the right to work without their dignity being infringed. This policy will outline how employees may make a complaint should they feel their dignity is being infringed upon should they suffer from any form of discrimination, harassment or bullying in the workplace. Dignity is about accepting the individual differences and similarities that each person brings to the workplace.

CMSE will not accept behaviours that contradict our values and how we conduct our business so any form of discrimination, bullying or harassment will not be tolerated. Where appropriate, every effort will be made to resolve the situation informally. Some situations, however, by virtue of their serious nature may need to be dealt with under the formal disciplinary procedure. Disciplinary action will be taken, if necessary, as outlined in the Company’s disciplinary procedure.

SCOPE

This policy applies to all employees (permanent and temporary) both in the workplace and at company sponsored or organised events. It will be applied fairly and consistently to all.

RESPONSIBILITY

Each Manager is responsible for maintaining and adhering to this policy within their department. Managers are expected to show good example to all employees in this regard by taking action if a problem is not yet reported and actively engage with an on-going investigation.

It is the responsibility of the HR department to maintain and update this policy.

POLICY

It is the policy of CMSE to promote a safe work environment where the dignity of each employee is both recognised and respected. CMSE expects all employees to contribute to a positive working environment that is free from discrimination, bullying and harassment. CMSE will also contribute to a suitable work environment in an effort to reduce the potential for negative psychological conditions on employees. Discrimination, bullying or harassment either on-site or off-site at a meeting, conference, training event or company function by an employee is considered behaviour that is unacceptable. This behaviour does not comply with the Company’s philosophy of fair and equitable treatment of all employees. Any employee found to be in contravention of this policy may be subject to the company’s disciplinary process.

DEFINITIONS

Discrimination is covered by the 9 grounds listed below:

Nine Grounds of Discrimination:

- Gender



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- Marital status
- Family status
- Age
- Sexual orientation
- Religious belief
- Disability
- Race
- Membership of the Travelling Community

Definition of Harassment

Harassment is defined as any form of unwanted conduct related to any of the 9 discriminatory grounds (listed above), which has the purpose or effect of violating a person's dignity. It includes creating an intimidating, hostile, degrading, humiliating or offensive environment for the person.

Harassment can take many forms and includes the following:

- Verbal harassment – jokes, comments, ridicule or songs
- Written harassment – faxes, text messages, emails, notices or letters
- Physical harassment – jostling, shoving or any form of assault
- Intimidatory harassment – gestures, posturing or threatening poses
- Visual displays such as posters, emblems or badges
- Isolation or exclusion from social activities
- Pressure to behave in a manner that an employee thinks is inappropriate, for example being required to dress in a manner unsuited to a person's ethnic or religious background

A single incident of unwanted conduct described above may constitute harassment.

Definition of Sexual Harassment

Sexual Harassment is defined as any form of unwanted verbal, non-verbal or physical conduct of a sexual nature which has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person.

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Sexual harassment includes the following:

- **Physical conduct of a sexual nature** – this may include unwanted physical contact such as unnecessary touching, patting or pinching or brushing against another employee’s body, assault and coercive sexual intercourse
- **Verbal conduct of a sexual nature** – this includes unwelcome sexual advances, propositions or pressure for sexual activity, continued suggestions for social activity outside the work place after it has been made clear that such suggestions are unwelcome, unwanted or offensive flirtations, suggestive remarks, innuendo or lewd comments
- **Non-verbal conduct of a sexual nature** – this may include the display of pornographic or sexually suggestive pictures, objects, written materials, e-mails and screen savers, text messages or faxes. It may also include leering, whistling or making sexually suggestive gestures.
- **Sex based conduct** – This would include conduct that denigrates or ridicules or is intimidatory or physically abusive of an employee because of his or her sex such as derogatory or degrading abuse or insults which are gender- related. An individual will decide what behaviour is acceptable – not what the respondent, employer or another colleague finds acceptable.

Definition of Workplace Bullying

Bullying is defined as repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual’s right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work, but, as a once off is not considered to be bullying.

The following are examples of the type of behaviour considered as bullying and are prohibited by the company:

Verbal Abuse

Intimidation, humiliation, victimisation, shouting, making jokes, unfair and excessive criticism, ridiculing the employee in front of other employees and individuals, preventing the complainant from speaking by making loud voiced criticisms or obscenities, setting unrealistic and unattainable targets, spreading false truths about the individual around the organisation etc.

Non-Verbal Abuse

Looks, gestures, displaying emblems on clothing, social exclusion, whistling, isolation at lunch breaks or social events, intrusion through pestering, spying or stalking, giving repeated unreasonable assignments to duties which are obviously unfavourable to one individual, giving repeated impossible deadlines or impossible tasks, implying threats etc.

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Physical Abuse

Hitting, bodily contact that is abusive in nature, shaking fists in a threatening manner, sabotaging a colleague’s personal belongings, manipulating the nature of the work or the ability of the complainant to perform the work e.g. by overloading, withholding information or setting meaningless tasks etc.

The above lists are not exhaustive and only serves as a guideline to employees.

PROCEDURE

The procedure for reporting breaches of this policy is outlined in SOP 017 Grievance Procedure.

RELATED DOCUMENTS

- SOP 017 Grievance Procedure
- SOP 021 Disciplinary Procedure

REVISION FREQUENCY

CMSE reserves the right to alter the above Policy statement in line with changes in legislation or overall company policy.

REVISION HISTORY

Rev	Date	Reason for Change	Author	Approver
0		Initial Release		C Mee
1		Updated document		C Mee
2	28/11/2017	Updated document	B Purcell	K Long