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## 1. Introduction

C40 respects the dignity of all employees and values the contribution they make in the workplace. C40 is committed to providing a working environment that is free from all forms of bullying and harassment and in which everyone is treated with respect.

C40 thrives in building a work place where everyone is treated with respect and feels valued and listened to and that their views, when expressed are considered. A work place where we communicate politely, help and encourage colleagues and not judgmental.

C40 will not tolerate any form of bullying or harassment against our employees either by other employees or employees of partners we work with. C40 will deal with any complaints of bullying and harassment promptly, fairly and, where possible, in strict confidence. If, after investigation, it is found that bullying and harassment has occurred, C40 will take action under C40's disciplinary procedure.

## 2. Implementation

This policy applies to all workers at C40 – employees, consultants/contractors and third party employees such as agency staff and all undertaking work on behalf of C40. This policy is to be implemented as stated herein, however in the event of any conflict between any section of this policy and the employment legislation of the countries in which C40 operates, the local legislation will take precedence.

## 3. Bullying

Bullying is defined as repeated abusive, intimidation, aggression or insulting behaviour, or a misuse of power, which undermines, humiliates, degrades or injures the person on the receiving end.

Examples of bullying could include:

- Persistently criticising unnecessarily - legitimate, constructive and fair criticism of an employee's performance or behaviour at work is not bullying
- Shouting at colleagues in public or private
- Deliberate isolation by ignoring or excluding a colleague
- Withholding information or removing areas of responsibility without justification
- Spreading malicious rumours
- Deliberately setting objectives with impossible deadlines
- Undermining a person's self-respect by treatment that denigrates, ridicules, intimidates, demeans or is physically abusive

## 4. Harassment

Harassment is unwanted behaviour which is deemed to be offensive or which makes a colleague feels intimidated or humiliated. It is any unwanted verbal, non-verbal or physical conduct which has the purpose or effect of violating the dignity of a person. The key is that the actions or comments are viewed (recipient and observers) as demeaning and unacceptable. Appendix 1 contains various forms of harassment.

Harassment can take many forms and may include the following:

- Unnecessary and unwanted physical contact ranging from touching to serious sexual or physical assault
- Derogatory or degrading comments relating to a person's age, gender, disability, gender reassignment, race, religion or belief or lack thereof, sexual orientation, marital/civil partnership status, pregnancy, maternity and paternity, national origin, veteran status or any other protected characteristics as defined by the legislation of a country in which C40 operates
- Unwanted non-verbal conduct, including sexually suggestive gestures, staring and leering
- Unwelcome sexual advance, propositions or pressure for sexual activity including offensive suggestive remarks, innuendoes or lewd comments and suggestions that sexual favours may result in employment benefit (or that refusal of such suggestions may result in some form of detriment)
- Continued suggestions of social activity outside the work place after it has been made clear that such suggestions are unwelcome
- Display, storage or circulation of offensive material (including pictures, objects, written materials or information held on C40 devices)
- Unfair treatment, which might include deliberate exclusion from conversations or events at work, for reasons of their protected equality characteristic as defined by local legislation
- Comments which have the effect of isolating or humiliating a member of staff by reason of their protected equality characteristic as defined by local legislation
- Making gestures that mock a colleague
- Offensive, hostile, intimidating, malicious or insulting behaviour, an abuse or misuse of power which is meant to undermine, humiliate or injure the colleague on the receiving end

## 5. **Victimisation**

Victimisation is treating a colleague badly because they have complained about some wrong doing such as discrimination, harassment or bullying. It could also affect a colleague supporting another colleague who may have been similarly disadvantaged.

## 6. **Reporting Bullying or Harassment by Non-C40 Staff**

Colleagues who experience any forms of bullying or harassment from staff at partner organisations should immediately inform their line manager of the incident. If their line manager is not available (such as when attending a C40 event) they should inform the most senior member of C40 staff available.

The incident will be investigated and necessary action will be taken, which may include informing the partner organization of the incident so that they can take appropriate action or excluding the person responsible for the bullying or harassment from future C40 events.

## 7. **What You Should Do If You Think You Are Being Bullied, Harassed or Victimised by a C0 Colleague**

Whenever possible, try to sort out matters informally first. The person may not know that his or her behaviour is unwelcome, upsetting or feels disrespectful to you. An informal discussion may help them understand the effects of their behaviour and agree to change it. Your manager or HR may be able to give you advice on how to handle this informally.

If possible, avoid being alone with the person who is bullying or harassing you, and keep a note of the following:

- The time, date and place of any incidents
- What happened and the nature of the incident
- Your feelings and reactions at the time
- The response of the bully / harasser
- Any witnesses

If you feel you cannot sort the issue out informally, you should report the incident immediately to your line manager, or your line manager's manager if you are being bullied, harassed or victimised by your line manager. Alternatively, you can report the incident to HR if this is most appropriate.

All complaints of bullying or harassment will be dealt with promptly, fairly and sensitively. If, after an investigation has taken place, it is felt that bullying, harassment or victimization has occurred, appropriate action will be taken under the disciplinary policy.

## **8. Manager Responsibilities**

Managers have a responsibility to ensure that the working environment is free from bullying and harassment and that all employees are treated fairly and with respect. They should examine their own behaviour to ensure that they are not bullying or harassing their staff. They should be aware that circumstances can arise where staff may feel bullied even if no such abuse is intended. They should also be aware of work situations where there is a potential for bullying and harassment to take place and try to guard against it. This may be particularly relevant where someone is a minority in a workgroup or is working in an isolated place where there is little support.

It is important for managers to support employees experiencing bullying or harassment and to understand the anxiety that they may be feeling. Managers should understand that employees may find it easier to talk to a colleague about what is happening rather than their manager.

## **9. Training and Awareness**

All new C40 staff will be made aware of this policy at induction. The policy will be uploaded on C40 Exchange. This policy and notice of any updates or changes to it will be disseminated to current staff and hosted on the website.

Training, support, advice and guidance on addressing harassment, bullying and victimization will be made available to all staff. Human resources will support those undertaking harassment investigations.

## **10. Related Policies**

- Disciplinary Policy
- Grievance Policy

- Code of Conduct
- Equal Opportunities Policy

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