

## **Dignity at Work Statement**

### **Message from the Chief Executive/Director of Customer & Community Services**

The Council is committed to creating a work environment of mutual respect and where everyone is treated with dignity.

Employees are required to treat any possible incidence seriously, to read the Harassment and Bullying Policy and this document carefully and consider whether their actions and behaviour are always appropriate in the workplace.

I would like to take this opportunity to reiterate the Council's commitment to supporting a culture where all staff are able to develop and feel valued.

George A Robertson  
**Chief Executive/Director of Customer & Community Services**

### **Underlying principles**

This statement is for everyone within East Herts Council, and applies to all members of staff including contractors, agency staff and anyone engaged to carry out work on the Council's behalf. It sets out the behaviours expected when dealing with each other and members of the public.

We need to listen to, value and respect each other as individuals with a contribution to make to ensure that East Herts Council achieves its aims.

Everyone is different and has something unique to offer. East Herts wants to respect and understand these differences and to make the most of everyone's talents.

The Council's Corporate Management Team and managers at all levels will demonstrate their commitment to promoting equality and diversity.

All staff have a personal responsibility to treat everyone with respect, consideration and without prejudice and to promote the same levels of behaviour in colleagues.

### **Discrimination, harassment, bullying and victimisation**

The Council will not tolerate any form of unfair, discriminatory behaviour, nor harassment, bullying or victimisation by anyone. These are serious matters and the consequences of such behaviour adversely affect performance and morale. They may lead to disciplinary proceedings for the member of staff responsible. The

## Essential Reference Paper B

Council's [Bullying & Harassment Policy](#) explains how such issues should be dealt with.

### **The Council's responsibility**

The Council has a responsibility under equality legislation to protect our staff from harassment by third parties (stakeholders and other external contacts). The Council will take all reasonable actions to ensure people are aware of this Dignity at Work statement, and take action in response to incidents of unacceptable behaviour towards employees.

### **Your responsibility as a Manager**

Managers at every level are responsible for ensuring that they and their staff understand their responsibilities, that the equality and diversity policies are upheld in their area, and for ensuring fairness and impartiality in all aspects of managing staff and the work of the Council.

Managers are expected to:

- challenge unacceptable behaviours and create a climate where complaints can be raised without the fear of reprisal
- take firm action where unfairness or inconsistency exists
- encourage and support diversity within their teams
- demonstrate and promote considerate and fair behaviour
- treat staff with dignity and respect and recognise and value individual skills and contributions

### **Your responsibility as a member of staff**

It is important for everyone to recognise and accept individual responsibility for equality and diversity within the Council. This includes our dealings with others outside of the Council, to ensure that our actions and words demonstrate and deliver dignity and respect for all.

### **Communication**

The Council will ensure that this statement and supporting policies are accessible and understood by everyone.

### **Supporting Policies**

[Bullying & Harassment Policy](#)  
[Equality & Diversity Policy](#)