

## DIGNITY AT WORK POLICY AND PROCEDURE

### Guidance for Staff and Managers when dealing with Bullying and Harassment

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<b>Lead Director:</b> Executive Director of Finance and Human Resources	
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## DOCUMENT HISTORY

(Procedural document version numbering convention will follow the following format. Whole numbers for approved versions, e.g. 1.0, 2.0, 3.0 etc. With decimals being used to represent the current working draft version, e.g. 1.1, 1.2, 1.3, 1.4 etc. For example, when writing a procedural document for the first time – the initial draft will be version 0.1)

Date of Issue	Version No.	Next Review Date	Date Approved	Director Responsible for Change	Nature of Change or Action
Jan 2012	2011v5		Final	H R Director	Approved by Provider Executive Board
May 2012	2011v6		Final	H R Director	Added NHS Trust logo
October 2012	2011 v7		Final	H R Director	Re-formatted into the new Trust template.  Amended effective date for Dignity At Work Advisory Service
<b>Policy Updated commencing October 2013</b>					
17 Oct 13	v2.1			Executive Director of Nursing and Workforce	Ratified by Local Negotiating Committee
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10 <sup>th</sup> January 2017	V3	10 Jan 2017	Executive Director of Finance and Workforce	For Approval	Corporate Governance & Risk Sub-Committee

NB This policy relates to the Isle of Wight NHS Trust hereafter referred to as the Trust.

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## 1. EXECUTIVE SUMMARY

The Trust acknowledges that it has a responsibility to promote a working environment that is safe and non-threatening, where all people feel they are respected, valued and supported and everyone is able to work free from undue anxiety and stress.

The Trust expects each person to fulfil their responsibilities to creating a culture of openness, with dignity and respect towards each other, as well as patients. The policy explains how the Trust will manage those individuals who choose to behave in a manner that is deemed unacceptable and unwanted can expect to be managed.

Where this does occur, the policy aims to ensure that appropriate and effective action is taken to prevent any recurrence.

The policy also outlines the responsibilities of all staff and managers and sets out how grievances under the policy will be managed.

## 2. INTRODUCTION

The Trusts' will not tolerate any forms of unfair treatment or unwanted and unacceptable behaviour and recognises its legal and moral responsibilities. To ensure the Trust fulfils its duties the organisation will:

- (a) Promote good people management practice;
- (b) Provide a framework within which to resolve issues of harassment; bullying or victimisation;
- (c) Take all incidents of harassment, bullying, victimisation, discrimination and hate crime very seriously and will deal with them thoroughly, expeditiously, confidentially and fairly;
- (d) Train and provide guidance to its managers in dealing with issues of harassment, victimisation and bullying;
- (e) Educate its staff on protecting the dignity of all people at work;
- (f) Make available to staff appropriately trained and skilled individuals to support them to make an informed decision;
- (g) Ensure systems are in place to measure progress on measure to avoid harassment and bullying in the workplace and monitor actions when it does occur. Where appropriate share lessons learnt.

## 3. SCOPE

This policy applies to **all** grades of staff regardless of their employment status e.g. permanent, fixed term, temporary, bank or voluntary. Individuals engaged under agency contracts and private contractors will be expected to comply with this policy whilst working on The Trust premises and when communicating with staff, patients and other members of the public.

All staff should be aware that failure to comply with this policy and procedure, whether intentionally or unintentionally, will be dealt with in accordance with the Trusts Disciplinary Policy & Procedure, or in the case of medical and dental staff, the Conduct, Capability, Ill Health and

Appeals Policy, and Procedure for Medical and Dental Practitioners. In addition, victimisation of any employee who has raised a complaint will also be treated as a disciplinary matter.

#### **4. PURPOSE**

The purpose of the dignity at work policy is to ensure a culture of working relationships in which everyone is treated with dignity and respect, where harassment is known to be unacceptable and individuals have the confidence to deal with and challenge harassment or bullying without fear of ridicule or reprisals.

All employers have a duty to prevent unwanted behaviour taking place.

Appropriate action will be taken (which may include disciplinary action) against anyone whose actions are proven to be malicious or who has deliberately made false accusations. No action will be taken against any member of staff who raises an issue in good faith.

#### **5. ROLES AND RESPONSIBILITIES**

It will be the responsibility of The Trust Board for setting and role modelling the behaviours it expects of its employees. Through their managers, The Board will ensure that employees are protected from intimidation, victimisation, and discrimination and hate crime. Retaliation against an employee for complaining about harassment or bullying is a disciplinary offence.

##### **5.1 Line Managers Responsibility**

All managers and supervisors have a duty to ensure that bullying, harassment, discrimination, hate crime or victimisation does not occur in work areas for which they are responsible.

In particular they must:

- have undertaken their Equality and Diversity/Dignity at Work mandatory training.
- be aware of the problems that harassment can cause and as part of their normal responsibilities, be alert to the possibility that it may happen
- take steps to create a working environment that is free from harassment, bullying and victimisation
- use their judgement in correcting standards of conduct or behaviour which could be seen as offensive
- use their judgement in correcting conduct or behaviour which is not consistent with the Trust's Vision, Values and Behaviours.
- take prompt action to stop harassment as soon as it is identified.
- be responsive and supportive to any member of staff who complains about harassment and ensure that complete confidentiality is maintained.
- ensure that there is no further problem of harassment or any victimisation after a complaint has been resolved.
- not behave in a way that could be construed as abusing their authority in the way that they supervise their subordinates and certainly not adversely treat any individual or group differently to others.

Managers should recognise the problems faced by employees who feel they are being harassed and be sensitive to the fact that making a complaint is likely to be a distressing experience. It is essential that in allegations of harassment and bullying, all situations are dealt with thoroughly, expeditiously, confidentially and fairly.

Allegations of harassment and bullying will be dealt with under the Trusts' Grievance and Disciplinary Policies and Procedures.

**It is essential that appropriate confidentiality is maintained throughout this procedure. Failure to do so will result in disciplinary action being taken.**

## **5.2 Employee's Responsibility**

Employees have a duty to comply with this policy and procedure and to ensure they treat colleagues, patients and other members of the public with dignity and respect. In particular, employees can contribute by:

- responsible for reading this policy and being aware of the problems which harassment and bullying can cause by ensuring that their conduct or behaviour does not contribute to incidents
- bringing to the attention of their colleague(s) that certain conduct or behaviour is causing concern or offence to either themselves or a fellow colleague
- may provide support to the colleague who is being harassed
- maintaining confidentiality at all times and not sharing rumour or gossip
- respecting that individuals determine for themselves what is acceptable behaviour and conduct
- recognising the impact of your own behaviour on others; everything we and do has an impact on someone.
- co-operating fully with any internal investigation regarding harassment and bullying in the workplace

## **6. POLICY DETAIL AND ACTIONS**

### **6.1 The Effects of Harassment and Bullying**

Harassment and bullying can have far-reaching consequences for individuals, both in and out of work. Everything we say and do has an impact on someone. Bullying can have as negative an impact on observers as on those being bullied.

#### **6.1.1 Individual employees**

Harassment and bullying can, and often does, undermine an individual's confidence and self-esteem. This can in turn lead to long term problems with work and personal relationships. In particular, the recipient's health is likely to suffer as a consequence.

Common symptoms of someone who is being bullied or harassed are stomach complaints and ulcers; inability to concentrate; exacerbation of asthma and/or other health related conditions; depression; low resistance to infection; headaches; tearfulness; insomnia; palpitations and panic attacks. These can continue long after the harassment/bullying has stopped.

People subjected to harassment and bullying are very vulnerable and are often reluctant to complain. They may be too embarrassed or unsure as to how to make a complaint or concerned that it will be trivialised. They may fear reprisals. Because of the loss of self-esteem, in some cases, individuals blame themselves, convincing themselves that they must have caused the situation to arise. Employees may not want attention focused on the situation; they just want the unwanted behaviour or conduct to stop, so they suffer in silence.

#### **6.1.2 Trust Board**

The Trust does not underestimate the damage, tension and conflict within the workplace which harassment and bullying creates. The result is not just poor morale but higher

labour turnover, reduced productivity, lower efficiency and divided teams. This could also lead to reputational damage to the Trust and people not want to work for the Trust.

## **6.2 Harassment and the Law**

Failure to deal with allegations or incidents of harassment at work may expose the Trust to a number of legal consequences.

### **6.2.1 Discrimination Law**

Harassment has been held to constitute discrimination under:

- Equality Act 2010
- Fair Employment (Northern Ireland) Act 1989
- Trade Union and Labour Relations (Consolidation) Act 1992
- Employment Rights Act 1996.
- European Commission's Code of Practice on the Protection of Women and Men at Work.
- Protection from Harassment Act 1997
- Human Rights Act 1998

### **6.2.2 Health and Safety Law**

The Health and Safety at Work Act 1974 imposes a duty of care on employers to protect the health and safety of their staff. Employers must also ensure that their workplaces are safe and healthy. Management of Health and Safety Regulations 1992 places a duty on the Trust to assess the risks to health, including the risk of harassment and bring in control measures based on their risk assessments.

### **6.2.3 Hate Crime and the Law**

The police and Crown Prosecution Service have agreed a common definition of hate incidents.

They say something is a hate incident if the victim or anyone else thinks it was motivated by hostility or prejudice based on one of the following things:

- disability
- colour of skin, race, ethnicity, nationality and/or national origin
- religion, belief or faith
- gender or gender identity
- sexual orientation
- age

Anyone can be the victim of a hate incident. For example, you may have been targeted because someone thought you were gay even though you're not, or because you have a disabled child.

### **6.2.4 The Effects of the Law**

The Trust is liable for what its employees do in the course of their employment, whether or not the Trust knows of those actions. This also extends to work related social activities. The Trust can avoid liability for harassment amounting to discrimination only if it can prove that it took appropriate measures to ensure that the offending acts were not done. The Trust's liability is in addition to the employee's personal liability for his/her own actions.

In addition to discrimination claims, harassment may lead to criminal claims for assault or civil claims for negligence or breach of contract.

Legal cases are invariably time-consuming, expensive in terms of time and employment tribunal awards and as well potentially damaging to the Trusts' reputation.

### 6.3 Grounds of Harassment

People can be subject to harassment at work on a variety of grounds including:

- Because they have challenged someone who they consider to be harassing another person, leading to victimisation
- their status as ex-offenders
- their real or suspected infection with AIDS/HIV
- their membership, or non-membership, of a trade union or other association
- A person belongs to or is associated with someone who has a characteristic protected by equality legislation:
  - race, ethnic origin, nationality or skin colour
  - sex or sexual orientation
  - a person has a disability, sensory impairments or learning difficulties
  - their age (or youth)
  - their gender
  - they are married or in a civil partnership
  - they have or may in the future have children
  - their religion or belief

This list is not exhaustive. Anyone who is perceived as different, or who is in a minority, or lacks organisational power, runs the risk of being harassed or bullied. Therefore health, physical characteristics, personal beliefs and numerous other factors may lead to harassment, and this can occur between people of the same or opposite sex.

### 6.4 Forms of Harassment and Bullying

Harassment and bullying can take many forms. Extreme forms of harassment, such as sexual or racial assault, which constitute offences under criminal law, are often clearly recognisable. Less obvious actions might include ignoring someone at work, or exclusion from workplace social events.

Whatever the form of harassment or bullying, it will be considered to be offensive to the individual receiving or witnessing it. Forms of harassment or bullying may include:

- **physical contact** - ranging from touching to serious assault
- **verbal harassment** - distasteful jokes, abusive comments, offensive language, gossip, speculation, banter, insults, taunts, suggestive comments, insinuations, leering and innuendo
- putting an **inappropriate comment** on personal or public chat room, when using social media sites such as Facebook.
- Cyberbullying is [bullying](#) that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites.

Examples of cyberbullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles

- **written harassment** - graffiti, letters, e-mail

- visual display of posters, obscene gestures, flags, bunting and emblems
- **isolation or non-co-operation** at work, exclusion from work related social activities
- **coercion** - ranging from pressure for sexual favours to pressure to participate in political and religious groups
- intrusion by pestering, spying, following
- assumptions based on **stereotyping** (e.g. Asian women are submissive)
- comments about modes of dress or to present or past sexual behaviour
- unfair **allocation** of work
- **bullying** - shouting, humiliating, undermining, public verbal abuse, intimidation
- undermining an individual's work by changing work objectives or guidelines without consultation; or taking credit for another person's work; or reporting an individual to a supervisor without justification.

Anyone can be harassed by another person; irrespective of the working relationship. Customers, clients and contractors may be involved, either as perpetrators or recipients, and witnesses can sometimes be affected as adversely as those directly involved

## 6.5 Forms of Hate crime and incidents

- **Physical abuse** - spitting, punching, kicking, slapping, pushing or behaviour which leads to physical injury
- **Threats** - threatening words or behaviour e.g. "I'm going to beat you up" or "I'm going to get you and your family"
- **Verbal abuse** - name calling, swearing, using derogatory, insulting terms about an individual
- **Sexual abuse** - this can be abuse including degradation, rape, assault
- **Written/printed abuse** - letters by post, leaflets or posters using prejudiced language, abusive text messages, graffiti, social media or using insulting language or images written/drawn onto property
- **Indirect attacks** - on property and/or a home, e.g. eggs/stones thrown at property, tyres slashed, windows broken, property stolen
- **Harassment** - persistent intimidating or threatening behaviour which is spread over a period of time
- **Exclusion or isolation** - being refused services or entry to a business or public space.

## 7. HELP AND SUPPORT

### 7.1 Advice and Support

The following support mechanisms have been put in place to support this procedure and may be accessed by any member of staff. These services may also be valuable to individuals whose behaviour has been found to be unacceptable. They may be unaware or insensitive to the impact of their actions and this support may help them to change their behaviour and prevent the occurrence of further incidents.

Confidentiality will be maintained and where this is not possible (e.g. risk to health, young person, serious allegations etc.), the employee will be advised appropriately.

#### **7.1.1 Human Resources (HR) Department**

Individuals should contact their HR Department Helpline for advice and support. This also applies to any other member of the department with whom they feel comfortable talking to.

#### **7.1.2 Occupational Health Department**

Occupational Health Nurses are available for support.

#### **7.1.3 Chaplaincy Service**

The Hospital Chaplain is available to staff.

#### **7.1.4 Employee Assistance Programme**

External Counsellors are employed by the Trust to provide professional support to staff. Staff can self-refer to the Counsellor through Occupational Health or via the confidential answer phone on extension 4599.

Individuals may self-refer of their own volition or after taking advice.

#### **7.1.5 Trade Union Representatives**

Union Representatives can be contacted by email via [CUPAC@iow.nhs.uk](mailto:CUPAC@iow.nhs.uk). A full list of Union representatives and their contact details can be found <http://intranet/index.asp?record=1679> (Non-clinical Zone/Human Resources/Partnership Working).

#### **7.1.6 ACAS**

Any individual who is used in a supporting capacity to a member of staff in relation to the subject of harassment and bullying will have no role in formal investigations of complaint, nor will they be a source of evidence in any proceedings.

#### **7.1.7 Hate Crime**

If you don't feel you to report your concerns through your line manager, the Trust encourages you to tell someone you feel comfortable in talking to.

Employees may wish to download this free app to their mobile phone <http://www.hampshire.police.uk/internet/advice-and-information/abuse-against-the-person/helping-victims-of-hate-crime-app-for-smartphones>

### **7.2 Raising a concern**

Wherever possible, an employee who feels that they have been subject to harassment and bullying should ask (or put in writing to) the person responsible to stop, making it clear that the behaviour is unwelcome.

Suggestions about how to request a situation or behaviour to change for those who wish to approach the alleged harasser/bully can be found in appendix A.

An informal discussion between all parties should take place. It should be recognised that the alleged offender may also require advice and support.

If further incidents of harassment and bullying occur, or where the employee does not feel able to approach the person responsible, advice and support from another source should be sought (e.g. colleagues, line manager, HR Advisor or trade union representative).

Any concern should be raised under the Trust's Grievance Policy and Procedure <http://nww.iow.nhs.uk/guidelines/GRIEVANCE%20POLICY%202009.pdf>

## 8. CONSULTATION

The following groups have been sent a copy of the draft policy and given an opportunity to provide feedback on this policy during consultation period.

1 <sup>st</sup> December 2016	Local Negotiating Committee
1 <sup>st</sup> November 2016	Partnership Forum
25 <sup>th</sup> October 2016	Human Resources Team
10 <sup>th</sup> November 2016	Staff Experience Group
9 <sup>th</sup> November 2016	Exec Led HR and OD Performance Group
Week commencing 31 <sup>st</sup> October 2016	E-bulletin

The Policy has also been made available via the Trust's Draft Policy intranet zone.

## 9. TRAINING

Training has an important role to play in creating a working environment where harassment is not accepted or condoned. Managers and supervisors with designated responsibility within this procedure will be given specific training.

This Dignity at Work Policy does not have a mandatory training requirement but the following non-mandatory training is recommended:-

What do people need to know?	Who need to know this?	Who is responsible for ensuring this happens?	How will we know this has been achieved
Definitions of bullying and harassment, how to raise a concern and how to get support.	All employees	Line Managers and Supervisors	Training and Development Department will provide reports of employees who have completed Dignity at Work e-learning module.
Awareness of the role of a line manager in maintaining Dignity at Work	All employees who have line management or supervisory responsibility	Clinical Directors, Heads of Operations, Heads of Nursing and Quality	Management Development Programme attendance records and evidence that e-learning has been undertaken.
Knowledge and practical application of equality, diversity and dignity at work legislation.	Roles with Line Management and service re-design responsibilities  Band 7 and above,	Clinical Directors, Heads of Operations, Heads of Nursing and Quality	Training and Development Department will provide reports of employees who have completed Dignity at Work e-learning module..

To be able to assess the implications and impact of discriminatory actions and behaviours	senior clinicians and Executive Directors		
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## 10. MONITORING COMPLIANCE AND EFFECTIVENESS

- 10.1** Reports from the Datix Accident/Incident Reporting system will be used to monitor incidents of bullying, harassment or victimisation.
- 10.2** The HR Department Monitoring of all instances of formal grievances and disciplinary issues is maintained by HR on both a case by case and an aggregated basis. The aggregated numbers that directly relate to Dignity at Work are identifiable and will be reported to the Board annually.
- 10.3** The NHS Equality Delivery System (EDS 2) will also monitor Trusts' performance against outcome 3.4 "When at work, staff are free from abuse, harassment, bullying, violence from any source". The Trust's Equality and Diversity Lead will be responsible for reporting NHS EDS progress to The Board.
- 10.4** The Trust appreciates that appraisal is an opportunity for a staff member to raise a concern under this Policy. Records of such incidences will be kept at a departmental level and dealt with on a case by case basis and will not be reported corporately.

## 11. LINKS TO OTHER TRUST POLICIES/DOCUMENTS

- Trade Union and Labour Relations (Consolidation) Act 1992
- European Commission's Code of Practice on the Protection of Women and Men at Work.
- Human Rights Act 1998
- Equality Act 2010
- Protection from Harassment Act 1997
- NHS Constitution
- Capability Policy and Procedure
- Grievance Policy and Procedure
- Disciplinary and Procedure Policy
- Social Media Policy
- Health & Safety Policy
- Conduct, Capability, Ill Health Procedure and Appeals Policy for Medical and Dental Practitioners
- Security Policy
- Management of Violence and Aggression Guidelines
- Diversity and Inclusion Policy
- Raising Concerns Policy
- Mandatory Training Policy
- Care Quality Commission Standards of Care
- Appraisal Policy
- Doctors Appraisal Policy – supporting medical revalidation
- NHS Knowledge and Skill Framework
- NHS Equality Delivery System (EDS) <http://www.eastmidlands.nhs.uk/about-us/inclusion/eds>
- Trust's Vision and Values <http://intranet.iow.nhs.uk/Home/Corporate/Communications/Our-Trust-Vision-Values-Goals-and-Priorities>

## KEY DEFINITIONS FOR DOCUMENTATION

### What is unacceptable behaviour?

Harassment, bullying, victimisation and other behaviour affecting the dignity of an individual whilst at work is unacceptable. It is important to remember that some behaviour or actions may be acceptable to one individual but unacceptable to another.

**A definition of harassment is:** “unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual”.

**A definition of bullying is:** “Offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient”

**A Definition of Victimisation is:** “Treating a person less favourably because they were (or may have been) a party to a particular action”

### Harassment is not.

Those in managerial roles are required to manage staff performance consistently and fairly. It is vital to distinguish between firm but fair and behaviours that would be considered to be bullying or harassment of staff.

A manager who is firm but fair:

- Is a consistent and fair, and not aggressive
- Insists on high standards of service and behaviour, and does not blame others if things go wrong
- Asks for people’s views, listens and assimilates feedback, is clear about their own ideas, and does not assume that they are always right
- Discusses performance in private before taking action, but does not lose their temper, degrade people publicly
- Sets clear and realistic goals, objectives and targets
- Provides regular informal feedback
- Formally evaluating performance
- Develops action plans to improve performance of individuals and teams
- Fairly instigates capability or disciplinary procedures

**Tips about how to request a situation or behaviour to change for those who wish to approach the alleged harasser**

<b>DESCRIBE</b> the other person's behaviour, or the situation being reacted to, specifically and objectively:
When you..... When..... When I .....
When you raise your voice and criticise my work in front of colleagues
<b>EXPRESS</b> your feeling or reaction to the other person's behaviour or the situation in an objective and unemotional way:
I feel belittled, embarrassed, upset and de-motivated.
<b>SPECIFY</b> one or two behaviour changes you would like the person to make (ask for agreement)
I would prefer ..... I want ..... I would like .....
I would prefer that we discuss work problems in a calm and rational manner in your office. I would like you to listen to my point of view and not raise your voice.
<b>CHOOSE</b> the consequences you are prepared to carry through. Tell the person what you can do for him or her if the agreement to change is kept (positive consequences)
If you do .....
If you do this I am sure we will get along much better which will motivate me to achieve what you are asking of me.
If necessary, tell the person what you will do if the agreement is not kept (negative consequences)
If you don't .....
If your behaviour continues as it is, I feel I must take the matter further with your line manager.

## Financial and Resourcing Impact Assessment on Policy Implementation

*NB this form must be completed where the introduction of this policy will have either a positive or negative impact on resources. Therefore this form should not be completed where the resources are already deployed and the introduction of this policy will have no further resourcing impact.*

<b>Document title</b>	<b>Dignity at Work Policy</b>
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<b>Totals</b>	<b>WTE</b>	<b>Recurring £</b>	<b>Non-Recurring £</b>
Manpower Costs	0	0	0
Training Staff	0	0	0
Equipment & Provision of resources	0	£500	0

### Summary of Impact:

**Risk Management Issues:** through this policy and the Trust's Grievance Policy and Procedure situations of bullying and harassment are managed appropriately. The resources identified will be used to promote the work of the Dignity at Work Advocates and to run an awareness programme during Bullying at Work week in November 2017. Funding will be sought from Charitable Funds.

**Benefits / Savings to the Trust:** this policy will help to create the culture of openness, honesty, dignity and respect

### Equality Impact Assessment

- Has this been appropriately carried out? YES
- Are there any reported equality issues? NO

Please include all associated costs where an impact on implementing this policy has been considered. A checklist is included for guidance but is not comprehensive so please ensure you have thought through the impact on staffing, training and equipment carefully and that ALL aspects are covered.

<b>Manpower</b>	<b>WTE</b>	<b>Recurring £</b>	<b>Non-Recurring £</b>
<i>Operational running costs</i>		0	0
<b>Totals:</b>		0	0

<b>Staff Training Impact</b>	<b>Recurring £</b>	<b>Non-Recurring £</b>
Affected areas / departments	0	0
<b>Totals:</b>	0	0

<b>Equipment and Resources</b>	<b>Recurring £ *</b>	<b>Non-Recurring £ *</b>
<b>Accommodation / facilities needed</b>		
Building alterations (extensions/new)	0	0
IT Hardware / software / licences	0	0
Medical equipment	0	0
Stationery / publicity	0	0
Travel costs	0	0
Utilities e.g. telephones	0	0
Process change	0	0
Rolling replacement of equipment	0	0
Equipment maintenance	0	0
Marketing – booklets/posters/handouts, etc.	£500	0
<b>Totals:</b>	<b>£500</b>	<b>0</b>

Document Title:	Dignity at Work Policy and Procedure
Purpose of document	
Target Audience	All staff employed by the Isle of Wight NHS Trust
Person or Committee undertaken the Equality Impact Assessment	Elizabeth Nials, Senior HR Manager

- To be completed and attached to all procedural/policy documents created within individual services.
- Does the document have, or have the potential to deliver differential outcomes or affect in an adverse way any of the groups listed below?  
If no confirm underneath in relevant section the data and/or research which provides evidence e.g. JSNA, Workforce Profile, Quality Improvement Framework, Commissioning Intentions, etc.

If yes please detail underneath in relevant section and provide priority rating and determine if full EIA is required.

		Positive Impact	Negative Impact	Reasons
<b>Gender</b>	Men	✓		<p><i>This policy sets describes how the Trust expects its employees to behave toward each other. And where behaviour fall short of what is expected, it provides guidance and procedure of employees to follow when reporting such incidents.</i></p> <p><i>It signposts staff to organisations and functions who can provide help and support to victims.</i></p> <p><i>It illustrates how the trust will deal with unacceptable behaviour</i></p>
	Women	✓		
<b>Race</b>	Asian or Asian British People	✓		
	Black or Black British People	✓		
	Chinese people	✓		
	People of Mixed Race	✓		
	White people (including Irish people)	✓		
	People with Physical Disabilities, Learning Disabilities or Mental Health Issues	✓		
<b>Sexual Orientation</b>	Transgender	✓		
	Lesbian, Gay men and bisexual	✓		
<b>Age</b>	Children	✓		
	Older People (60+)	✓		

	Younger People (17 to 25 yrs.)	✓		
	<b>Faith Group</b>	✓		
	<b>Pregnancy &amp; Maternity</b>	✓		
	<b>Equal Opportunities and/or improved relations</b>	✓		

Notes:

Faith groups cover a wide range of groupings, the most common of which are Buddhist, Christian, Hindus, Jews, Muslims and Sikhs. Consider faith categories individually and collectively when considering positive and negative impacts.

The categories used in the race section refer to those used in the 2001 Census. Consideration should be given to the specific communities within the broad categories such as Bangladeshi people and the needs of other communities that do not appear as separate categories in the Census, for example, Polish.

### 3. Level of Impact

If you have indicated that there is a negative impact, is that impact:		
<b>There will be no negative impact</b>		
<b>Legal</b> (it is not discriminatory under anti-discriminatory law)		
<b>Intended</b>		

If the negative impact is possibly discriminatory and not intended and/or of high impact then please complete a thorough assessment after completing the rest of this form.

3.1 Could you minimise or remove any negative impact that is of low significance? Explain how below:	
3.2 Could you improve the strategy, function or policy positive impact? Explain how below:	
3.3 If there is no evidence that this strategy, function or policy promotes equality of opportunity or improves relations – could it be adapted so it does? How? If not why not?	
Scheduled for Full Impact Assessment	Date:
Name of persons/group completing the full assessment.	
Date Initial Screening completed	25 <sup>th</sup> October 2016