

Dignity at Work Policy

Bloc Projects

Context

There is no place for any form of discrimination, harassment, victimisation or sexual misconduct at Bloc Projects. Such behaviour is contrary to the values and ideals of our shared community, subverts the organisation's mission and core values and diminishes the dignity and integrity of everyone.

The aims of the Dignity at Work Policy are to:

- Support and sustain a positive (thriving) working environment for all staff and collaborators, free from any form of inappropriate or unacceptable behaviour;
- Make it clear that discrimination and harassment are unacceptable and that all members of the Bloc Projects community have a role to play in creating a thriving environment for everyone, free from discrimination and harassment;
- Provide a framework for respect and good conduct to prevent and eliminate all forms of bullying and harassment, including racial and sexual harassment and sexual misconduct;
- To highlight the options available to staff and collaborators who feel they are or have been subject to bullying, harassment, racial discrimination, sexual misconduct, or any other inappropriate or unacceptable behaviour;
- Provide a mechanism by which complaints can, wherever possible, be addressed in a timely way;
- Set out the responsibilities for managing and supporting staff and collaborators when concerns are raised under the Dignity at Work Policy.

Bloc Projects expects all members of the organisation to treat each other with respect, courtesy and consideration at all times. All members of the organisation are expected to behave professionally and have the right to expect professional behaviour from others. All members of the organisation have a personal responsibility for complying with this Policy and Procedure and demonstrate active commitment to it by:

- Treating others with dignity and respect.
- Discouraging any form of discrimination and harassment by suitably challenging inappropriate behaviour, making it clear that such behaviour is unacceptable (and raising concerns with the board where appropriate so these can be dealt with).
- Supporting any member of the organisation who feels they have been subject to discrimination and / or harassment, including supporting them to make a formal complaint if appropriate
- Directors and Trustees have particular responsibility for setting standards and ensuring appropriate workplace behaviours are maintained. They should set a good example and ensure concerns raised are acted upon.

Eligibility

The principles of the Dignity at Work Policy apply to staff, collaborators and all visitors to Bloc Projects.

Statement of Policy

Bloc Projects is dedicated to creating and maintaining a safe, welcoming, inclusive and diverse community which nurtures a healthy environment and culture of mutual respect and consideration, allowing all members of the organisation to thrive without fear of harassment, racial discrimination, bullying, sexual violence, abuse, coercive behaviour, sexual harassment or related misconduct.

The Dignity at Work Policy details this commitment and explains what actions can be taken if its principles are not observed. Bloc Projects encourages individuals, Directors and Trustees to make every effort to resolve dignity at work problems informally in the first instance as this is often the most effective method of dealing with unacceptable behaviour, although it is recognised this may not always be appropriate.

Bloc Projects defines harassment as single or repeated incidents involving unwanted or unwarranted conduct towards another person which it is reasonable to think would have the effect of (i) violating that other's dignity or (ii) creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person. Harassment may be verbal, psychological, or physical, in person or via a virtual platform, or through other methods of contact. Examples of behaviour which may amount to harassment under this Policy include (but are not limited to) the following:

- making sexually offensive comments about dress or appearance, the display or distribution of sexually explicit material, or demands for sexual favours;
- engaging in harassment on the grounds of a person's sexuality (or assumptions about a person's sexuality) including making derogatory homophobic, transphobic, or biphobic remarks or jokes aimed at a particular person, offensive comments relating to a person's sexuality, refusal to acknowledge a person's gender or identity, or threats to disclose a person's sexuality to others;
- making offensive references to a person's race, ethnicity, skin colour, religion or nationality, dress, culture, background or customs which have the effect of ridiculing or undermining an individual or fostering hatred and/or prejudice towards individuals or particular groups;
- ignoring, disparaging, or ridiculing a person because of assumptions about their capabilities, or making offensive reference to an individual's appearance which may or may not be in the context of their disability;
- controlling or coercive behaviour, such as pressure to subscribe to a particular political or religious belief.

Online harassment may take the form of intimidating, offensive, or graphic posts or threats on social media sites or chat rooms, or communications by email, text, or instant messaging.

Sexual misconduct includes the following, whether or not within a sexual or intimate relationship, including where consent to some form of sexual activity has been given and then withdrawn, or if consent has been given on previous occasions:

- sexual intercourse or engaging in a sexual act without consent;
- attempting to engage in sexual intercourse or engaging in a sexual act without consent;
- sharing private sexual materials of another person without consent;
- kissing without consent;
- touching inappropriately through clothes without consent;
- inappropriately showing sexual organs to another person;
- repeatedly following another person without good reason;
- making unwanted remarks of a sexual nature.

When a criminal offence may have been committed, the Dignity at Work Procedure may not be appropriate. These cases include, but are not be limited to, serious assault or threat of serious assault. Staff members may wish to seek advice from the Police directly.

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