



St. Michael's House Special National School

Raheny

Dignity at Work Policy

Introduction

St Michaels's House SNS Raheny is proud to maintain an excellent and collaborative spirit amongst its employees, fostering a positive and inclusive work environment. This Dignity at Work policy is a testament to our commitment to preserving and enhancing this collaborative spirit by promoting respect, equality and professionalism amongst all our employees.

We provide education for students presenting with an assessed diagnosis of a moderate intellectual disability. Many students also present with additional and/or complex needs. We have a high staff to student ratio to cater to the individual needs of our students. Our staff, from time to time, work in challenging situations requiring them to rely upon their colleagues for professional and, on occasion, emotional support.

The Board of Management are cognisant of the potentially stressful and emotionally engaging nature of the work undertaken at our school. We recognise that the positive culture and atmosphere, fostered by our staff frequently extenuates potential difficulties.

The Board of Management appreciate the efforts of all employees, past and present, who have contributed to the wonderful and positive work environment that currently exists.

While our school exemplifies all the best attributes of a positive work environment, we must be on guard to mitigate against any future issues that have the potential to arise.

Therefore, clear principles of conduct and procedure are set out in this policy for the protection of all employees.

Purpose of this Policy

The school recognises that all staff members have the right to a workplace free from bullying and harassment and is fully committed to ensuring that every staff member will enjoy that right.

Each member of the school community also has a duty to uphold the right of every individual in the school to work in an environment that is free from harassment and bullying of any kind.

Integral to this is the principle of mutual respect and the commitment by all to provide a workplace free from bullying.

The policy is formulated in light of S.I. No. 674/2020 - Industrial Relations Act 1990 (Code of Practice for Employers and Employees on the Prevention and Resolution of Bullying at Work) Order 2020

1. To ensure that the Board of Management of SMH SNS Raheny is compliant with current legislation in relation to the Health and Safety Act 2005 and the Code of Practice for Employers and Employees on the Prevention and Resolution of Bullying at Work) Order 2020.
2. To assist all employees in an understanding of their legal rights and obligations.
3. To provide clear procedures and guidelines in relation to workplace bullying and harassment concerns for all staff.

A copy of this policy will be available to each staff member of SMH SNS Raheny. The contents of the document and the procedures outlined should be discussed by staff and agreed upon before presenting it to the Board of Management for enactment.

All employees will have a responsibility to ensure that they become familiar with the contents of the agreed document when it is enacted by the Board of Management. This policy will also be available for all stakeholders to view.

In the event of a complaint in relation to bullying in the workplace at SMH SNS Raheny, the procedures within this policy, will be followed. Any person involved in an investigation into workplace bullying and harassment should either be given a copy of this document or directed towards it.

Objectives

- Ensure School Management and Board of Management are compliant with their duties under section 8 (2) (b) of the 2005 Act as regards 'managing and conducting work activities in such a way as to prevent, so far as is reasonably practicable, any improper conduct or behaviour likely to put the safety, health and welfare at work of his or her employees at risk'.
- A guarantee that the Board of Management of SMH SNS Raheny is committed towards providing all employees with an environment that is free from any form of workplace bullying and harassment

- Assist employees with awareness and understanding of their duties and rights under section 13 (1) (e) of the 2005 Act and to help them eliminate engagement in improper conduct or behaviour that is likely to endanger their own safety health and welfare at work or that of any other person'.
- Maintain the positive working environment of SMH SNS Raheny; where the right of each individual to dignity at work is recognised and protected.
- Ensure that all are aware of and committed to the principles set out in this policy and co-operate with the implementation of this policy.
- Help to eliminate workplace bullying, when it may arise, and to contribute to a supportive environment where all employees have the right to carry out the important work of the school with dignity.
- To guarantee that all complaints of potential bullying and harassment will be taken seriously and dealt with promptly in accordance with S.I. No. 674/2020, and that all parties involved in any alleged case are treated with respect and afforded appropriate confidentiality and that the Board of Management remain impartial and open-minded during the course of any investigation.
- Offer staff appropriate protection from victimisation or discrimination when assisting in any investigation. Staff raising a complaint, those who have a complaint made against them or those assisting in any investigation are deserving of respect and confidentiality during and after any such process.

A Positive Work Environment

It is agreed that we all work to make this school a good place to work. A good place to work has a positive work environment characterised by;

1. A supportive atmosphere.
2. Good and open communication (e.g. through opportunities at regular staff meetings).
3. Appropriate interpersonal behaviour.
4. Collaboration.
5. Open discussion and resolution of conflict.
6. Recognition, feedback and affirmation as appropriate.
7. Fair and inclusive treatment of all staff (including fair systems of selection and promotion in line with agreed procedures).

School management, others in positions of authority and workplace representatives have a particular responsibility to ensure that bullying at work does not occur and that complaints are addressed promptly. In particular school management will;

1. Provide good example by treating all in the place of work with courtesy and respect.
2. Promote awareness of the **policy** and complaints procedures.
3. Be vigilant for signs of bullying at work through observation and through seeking employee feedback and take action before a problem escalates.
4. Deal sensitively with employees involved in a bullying complaint whether as complainant or person alleged to have engaged in such behaviour.
5. Explain the procedures to be followed if a complaint of bullying at work is made.
6. Ensure that an employee making a complaint is not victimised for doing so.
7. Monitor and follow up the situation after a complaint is made so that the bullying at work does not recur.

What can staff do to promote a positive work environment ?

Staff can create a co-operative relational climate within the workplace by their own behaviour. How they behave, and how that behaviour is responded to, feeds into a broader sense of what is acceptable. Staff have a role in promoting positive behaviour to others, relating in clear, civil and respectful ways to everybody in the workplace.

Employees have duties under the 2005 Act to conduct themselves properly in relation to others at work. Under *section 13* – employees duties include to;

- comply with the relevant statutory provisions, as appropriate, and take reasonable care to protect their own safety, health and welfare and the safety, health and welfare of any other person who may be affected by the employee's acts or omissions at work,
- co-operate with their employer, or any other person so far as is necessary, to enable their employer or the other person to comply with the relevant statutory provisions, as appropriate, and
- not engage in improper conduct or other behaviour that is likely to endanger a person's own safety, health and welfare at work or that of any other person at work or during the course of their employment.

Every person has a responsibility to play their part in contributing to a positive work environment. In this regard, a person who is a witness or bystander has a clear responsibility to raise concerns about dignity at work and threats to this, in an appropriate and timely manner.

A positive work environment helps to prevent bullying and harassment from occurring but cannot guarantee such incidents will never occur.

When bullying / harassment does occur or is alleged to have occurred the following procedures outlined in this policy should be followed.

Definitions

Bullying

"Workplace Bullying is 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 incident, is not considered to be bullying"

Source: Code of Practice for Employers and Employees on the Prevention and Resolution of Bullying at Work) Order 2020

Bullying in the workplace is defined as persistent, offensive, abusive, intimidating, malicious or insulting behaviour. It includes abuse of power which makes the recipient feel upset, threatened, stressed, humiliated or vulnerable. It undermines employees' abilities and erodes their sense of self-worth. This normally happens over an extended period of time.

Bullying can come from any work colleague or a group of colleagues, or from persons using our services, or supplying goods and services to SMH SNS Raheny.

The following is a non-exhaustive list of examples of types of behaviour that may constitute bullying:

1. Verbal abuse/insults, undermining remarks.
2. Exclusion with negative consequences.
3. Humiliation, ridicule, belittling efforts.
4. Withholding work-related information.
5. Using open aggression, threats, shouting, abuse or obscenities towards another individual.
6. Intimidation.
7. Derogatory or offensive nicknames.
8. Subjecting an individual to constant humiliation, sneering or ridicule.
9. Spreading malicious gossip about an individual.

10. Undermining a person's authority, work or achievements.
11. Excessive monitoring of work.

A once-off incident of any of these types of behaviour does not normally constitute bullying.

Workplace Bullying can also occur beyond the place of work to off-site and to work-related social events or on work-related social media.

What is not bullying?

It is important to distinguish bullying from other inappropriate behaviours or indeed appropriate workplace engagement.

As set out in the definition above, a once-off incident of bullying behaviour may be an affront to dignity at work and may be unsettling but does not of itself make for an adequate level of distress as to fall within the definition of bullying, and other remedies should be sought for these scenarios.

As a once-off, such behaviours cannot be presumed to be done in a targeted, purposeful and unremitting way.

Apart from once-off behaviours, other on-going behaviours which may upset or unsettle a person may not come within the bullying definition either.

Behaviour considered bullying by one person may be considered routine interaction by another, so the 'reasonableness' of behaviours over time must be considered.

Disrespectful behaviour, while not ideal, is not of itself bullying. Conflicts and disagreements do not, of themselves, make for a bullying pattern either. There are various workplace behavioural issues and relationship breakdowns which are troubling, upsetting and unsettling but are not of an adequate level of destructiveness to meet the criteria required for a bullying case.

Objective criticism and corrections that are intended to provide constructive feedback to an employee are not usually considered bullying, but rather are intended to assist the employee with their work.

Bullying does not include...

Expressing differences of opinion strongly.

Offering constructive feedback, guidance, or advice about work-related behaviour which is not of itself welcome.

Ordinary performance management.

Reasonable corrective action taken by an employer or supervisor relating to the management and direction of employees (for example managing an employee's performance, taking reasonable disciplinary actions, or assigning work)

Workplace conflict where people disagree with or disregard the others' point of view.

This list is also not exhaustive and there may be other behaviours/incidents not mentioned here.

What are the Effects of Bullying?

Research shows that the effects may be physiological, psychological and behavioural. Individuals who are continually bullied lose self-confidence self-esteem is eroded, and are at an increased risk of stress.

The person's health and career may be adversely affected. Individuals who are bullied will find it difficult if not impossible to give their best in the workplace.

Among the effects are increased sickness/absenteeism, low morale, a tense atmosphere, and cliques or factions. Bullying not only impacts upon the individual subjected to it but impacts on the atmosphere and work of everybody within the school.

Why might an individual be reluctant to take action?

If the workplace culture passively supports bullying i.e. staff are unaware of the seriousness of bullying or what constitutes bullying.

1. Fear that the complaint will not be taken seriously.
2. Fear they may be seen as unable for the job and/or a weak person.
3. If the alleged bully is a person in authority, there may be the fear management will support the alleged perpetrator(s).
4. The fear that making a complaint would result in further intimidation and increased bullying.
5. When there are no witnesses to the bullying, and it would be one person's word against another.
6. They fear they might be seen to be lacking in credibility and/or personal status.
7. Where there are witnesses, these might be unwilling to come forward because they are afraid of being branded troublemakers.

How can staff help prevent bullying?

1. Be familiar with this policy.
2. Participate with in-service training with respect to dignity at work.
3. Engage in consultation with respect to the development and review of the dignity in the workplace policy.
4. Be aware of the consequences of bullying.

To stop people bullying me, I can

1. Identify the issue with them and ask them to stop in an assertive and appropriate manner. This may be more difficult for some individuals than for others.
2. Tell somebody. If it is too difficult to identify the issues with the individual concerned, for whatever reason, approach the Principal, Deputy Principal, a Contact Person, a Union Rep or another trusted colleague.

Harassment Bullying & Harassment Complaints Procedure SMH SNS Raheny

Harassment is covered by Employment Equality legislation and is based on a person's standing within one of the nine categories specified in that legislation (gender, civil status, family status, sexual orientation, religion, age, disability, race and membership of the Traveller community).

Harassment is defined in law as "*unwanted conduct*" related to one or more of the discriminatory categories 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.*"

Harassment can be verbal/ non-verbal, physical or psychological and can be experienced by both men and women. What appears acceptable to one person might not be to another. People experiencing such incidents are often far more adversely affected than the harasser thinks. Their work and health may suffer.

Examples of Sexual, Racial and Disability Harassment are included in this policy.

Sexual Harassment

"... any form of unwanted verbal, non-verbal or physical conduct of a sexual nature, being conduct which in either case has a purpose or effect of violating a person's dignity in creating an intimidating, hostile, degrading, humiliating or offensive environment for the person. Sexual harassment may occur between men and women or between persons of the same gender. A single incident may constitute sexual harassment"

Source: Employment Equality Acts 1998–2015

The following list shows examples of inappropriate behaviour, which could cause offence and may potentially constitute sexual harassment.

1. Inappropriate comments about dress or appearance.
2. Unwelcome sexual advances, propositions or pressure for sexual activity.
3. Continued suggestions for social activity outside the workplace after it has been made clear that such suggestions are unwelcome.
4. Sexually suggestive remarks jokes or gestures.
5. The display of sexually suggestive pictures, objects or written material.
6. Conduct that ridicules, destroys or is physically abusive or minimizes the skills and abilities of a member of staff because of his or her gender.

This list is not exhaustive. Also, unlike Bullying where a repeated pattern of behaviour should be evidenced, a single or isolated incident in this category may constitute sexual harassment.

Racial Harassment

"Racial Harassment is an act which can directly or indirectly intimidate, humiliate, ridicule, exploit or undermine the confidence of a person by reason of the person's race, colour, nationality, or ethnic origin."

Source: The Employment Equality and Equal Status Acts 2000-2018

The following is an inexhaustive list of inappropriate behaviour, which could cause offence under The Employment Equality Acts :

1. Racist language or abuse directed towards and within the hearing of a member of staff
2. Racist "jokes" which includes all jokes made about any group, e.g. Asian, African, Irish and Jewish people as well as people from other racial/ethnic groups.

3. Racial stereotyping within the workplace resulting in limited opportunities given due to somebody's ethnic or cultural origin.
4. Written abuse and the display of offensive material.
5. Differential and less favourable treatment, e.g. unfair allocation of work.
6. Failure to recognise the quality of someone's work because of preconceptions about race and ethnicity.
7. Deliberate exclusion from conversations and work events.

Disability Harassment

Disability Harassment is directed at those staff who have a disability or specific health condition. Protections against such harassment are set out in the Employment Equality Acts 2018-2015.

The following is an inexhaustive list of inappropriate behaviour, which could cause offence:

1. Staring and / or uninvited touching.
2. Deliberate exclusion from conversations and/or work/social activities.
3. Speaking to others rather than to the disabled person directly.
4. Verbal or physical abuse or intimidation.
5. Questioning a disabled person's work capacity and / or ability.
6. Making assumptions or speculating about someone's impairment.
7. Asking intimate questions about disabled people.
8. Failure to recognise ability.
9. Offensive or patronising remarks.
10. Ridicule.

Bullying & Harassment Complaints Procedure

The procedure outlined is designed to address bullying, sexual harassment or other harassment arising in the workplace or otherwise in the course of employment, in a fair and effective manner. In implementing the procedure, it is recommended that emphasis should be placed on assuring the party who considers that he/she is being bullied/ harassed that his/her complaint is acknowledged, that the matter will be investigated effectively and sensitively and in accordance with due process.

Equally, where it is found that bullying or harassment has occurred, the emphasis, firstly, is to ensure that the offending behaviour immediately cease and secondly, to help the offending party acknowledge that his/her behaviour is unacceptable and that steps must be taken to address the matter constructively thereby avoiding any recurrence.

It is important to ensure that resolution is achieved at the earliest opportunity. Further, it may be appropriate for the victim or the offender to attend counselling or obtain such other help as may be required.

It must also be noted that a Party alleged to have been the perpetrator and source of Bullying /Harassment should be given the opportunity to seek clarity around the nature of the complaint against them and be given the opportunity to resolve the matter informally without recourse to formal investigation.

The Procedure is a four-step process. The objective of the procedure is to give affected parties a structure to seek the earliest possible resolution and formalises the school's approach to preserving harmony in the workplace and upholding everybody's right to Dignity at Work.

For the purpose of clarity in this procedure an individual who considers that he/she is being bullied or harassed is referred to as, Party A. The individual who Party A claims is the source of this Bullying/Harassment is referred to as, Party B.

Procedure and stages

Stage 1- Deciding to address the matter.

Stage 2- Informal Resolution – Party A meeting with Party B.

Stage 3- Formal Resolution- Principal Mediation.

Stage 4- Formal Investigation - Board of Management

Stage 1

Deciding to address the matter

1. Party A should decide to address the matter. However, in light of the potential effects of bullying or harassment on an individual, including loss of confidence, extreme upset, anxiety or fear, Party A may initially decide to seek INTO or other assistance, including Employee Assistance Scheme or other counselling, in order to consider the most appropriate application of the procedures, in the circumstances.
2. Party A should keep a record of the pattern of behaviour or instances where he/she considers that bullying/harassment has occurred. The record should contain details such as dates, times, persons present, details of what was said or what occurred.

Stage 2

Informal Resolution

1. Party A should request a meeting with Party B, in order to discuss matters. The following should apply:
 - Where necessary, the meeting may be facilitated by a third party, generally a colleague.
 - Party A should clearly outline his/her difficulties and should clearly object to the bullying/harassment and request that it stop.
 - It is important that Party A bear in mind, that Party B may not be aware that his/her behaviour is causing difficulty.
 - Both parties should seek to resolve their differences and establish a pattern of interaction exclusive of any forms of bullying/harassment.
 - Party B may respond to Party A at that meeting or if requested, should be given an opportunity to consider his/her response, in which case the meeting may be adjourned. Party B should respond in a constructive manner.
 - The resolution, as appropriate, may include any of the following; a commitment to cease the particular behaviour, modify the behaviour, a plan to eliminate situations where the parties would be in conflict or monitoring.

Alternatively, it may emerge as a result of the discussions between the parties, that there may have been a degree of misunderstanding in relation to certain behaviours and the resolution may make provision for compromise or appropriate explanation or acknowledgement.
2. If there is no satisfactory indication of resolution between the parties, Party A should refer the complaint to stage 3. ie formal procedures.

Stage 3

Formal Resolution- Principal Mediation

1. This stage provides a mechanism for the Principal to intervene and resolve the matter. However, if the Principal is one of the parties, the Chairperson of the Board of Management, should then be involved, in an individual capacity, in order to achieve resolution. In circumstances where the Chairperson may also be involved at

stage 2, another member of the board, may be designated to intervene.

2. Party A should advise Party B that he/she is proceeding with stage 3.
3. Party A should state his/her complaint in writing and request the Principal (or Chairperson of the Board of Management, as the case may be) to investigate the matter.
4. The Principal (or Chairperson of the Board of Management, as the case may be) should;
 - Obtain background details including details of what occurred at the previous stage; • consider the pattern of behaviour and the timescale.
 - Hear the parties and seek to resolve the matter.
 - Act in a fair and impartial manner and deal with the matter sensitively having regard to the nature of the problem and the principles of due process
 - Exercise judgement and make decisions which he/she considers necessary to resolve matters.
5. The outcome of the discussions should be noted by the parties.
6. The matter should be dealt with confidentially.
7. Where resolution has not been possible and particularly, where there is a likelihood of the offending behaviour continuing, either party or the Principal (or Chairperson of the Board of Management as the case may be) should refer the matter to the Board of Management in accordance with stage 4 below.

Stage 4

Formal Investigation

Conducted by Board of Management SMH SNS Raheny

1. It is open to any of the parties or the Principal (or Chairperson of the Board of Management, as the case may be) to refer the matter to the Board of Management for investigation. The referral should be in writing and dated and should include a copy of the written complaint.
2. The Board of Management should consider the issues and investigate the matter:
 - The Board may enquire into the background of the difficulties including obtaining details on the sequence of initiatives taken at previous stages;
 - The Board or the Chairperson of the Board may meet either party individually or collectively and may also request written submissions from those parties, having regard also to the principles of due process.

- The Board may request the Principal to furnish a written submission;
 - The Board may afford the parties an opportunity to present their case orally at a Board meeting, in each other's presence.
 - Following oral presentations, the Board of Management may designate the Chairperson to meet with the parties again, separately or jointly, if further clarification is required or to work towards resolution;
 - The Board of Management may convene a number of meetings in order to achieve resolution.
 - The Board of Management shall act in a fair and impartial manner in order to achieve resolution and shall deal with the matter sensitively, having regard to the nature of the problem.
3. Having considered all matters, the Board of Management should reach a view on the matter not later than 20 school days after receipt of the written request/referral.
 4. Where the Board of Management finds that bullying/harassment has not occurred, both parties should be informed accordingly. No action shall be taken against the complainant provided the allegation was made in good faith. If the complaint was brought maliciously, it should be treated as misconduct and appropriate action taken.
 5. Where the Board of Management finds that bullying/harassment has occurred, the Board should deal with the matter appropriately and effectively. This may include:
 - The issuing of a clear warning that bullying/harassment is not acceptable in the school and it will not be tolerated.
 - A demand that all forms of bullying/harassment cease and that acceptable patterns of interaction be established between the parties;
 - An instruction to the offending party that he/she apologise/ express regret or give an assurance that the bullying/harassment behaviour will cease;
 - Seeking a commitment to attend counselling or the welfare service.
 - More serious disciplinary sanctions as may be commensurate and appropriate, such as: oral warning, written reprimand, written warning, final written warning, suspension and dismissal.
 6. As part of any resolution, the Board of Management should monitor the situation and should put systems in place to ensure that it is kept informed that resolutions are being implemented. The Board of Management should keep matters under review.

Appeals

1. An appeals process for both parties will be in place.
2. The reason for the appeal should be outlined in writing to the Principal or Board of Management, if such an option is being taken.
3. The time period for an appeal is 10 working days after issuing of the Investigation report and findings
4. The appeal will be heard by another party, of at least the same level of seniority as, but preferably more senior than, the original investigator. **This party will have no prior involvement** in the investigation. The appeal should focus on the conduct of the investigation in terms of fair process and adherence to procedure.
5. It should be noted that an appeal is not a re-hearing of the original issues. The outcome of the appeal shall be final insofar as the employer duties under health and safety legislation is required.

Disciplinary Procedure

0072/2011 Grievance & Disciplinary Procedures for SNAs

0049/2018 Procedures for Suspension and Dismissal of Teachers and Principals.

NOTE: Our Dignity at Work Policy has been informed by these circulars

Management of a Malicious Complaint

A malicious complaint is an allegation made without any foundation, and with malicious intent. It is when a person knowingly or without regard to whether it is true or not, accuses another person of bullying them. It also applies to where one person maliciously complains of someone bullying a third party, without fully exploring the veracity of that claim.

A malicious complaint can disrupt another person's life to a significant extent and the potential harm should not be underestimated. Being accused of bullying may have a serious impact on a person and reduce their reputation, even after the claim has been dismissed. Those making complaints, and those involved in early assessment of the circumstances of a complaint, should always be mindful of the context and situational aspects of the event and accept the different perspectives and points of view different people bring to the same event.

Making a malicious complaint, if proven, can have serious implications for the employment of the person making such a complaint and this includes disciplinary action, where established.

Conclusion of Formal Process

If internal procedures do not resolve a bullying complaint the matter may be referred to a WRC Adjudicator under *Section 13* of the Industrial Relations Act, 1969.

Communications of outcomes

Effective communications of any outcome is critical. In this regard, the outcomes from the Investigation will be communicated sensitively and fairly. All parties directly involved in the complaint, the complainant (Party A) and the respondent (Party B) are entitled to know whether the complaint is upheld in whole or in part, or if it is not upheld and the reason(s) why.

For the avoidance of doubt, specific details of disciplinary action to be taken against any party are confidential and other parties are not entitled as a matter of course to receive this information as part of the outcome. All individuals involved in the procedures referred to above should maintain absolute confidentiality on the subject.

Confidentiality Outcomes

At all stages of the process a clear record will be kept of:

1. The investigation undertaken.
2. All communications to/by the complainant (Party A).
3. The subject of the complaint.
4. The steps taken in the process and the decisions made

Outcomes

A.

Where a complaint has been rejected or has not been upheld, a statement to that effect shall conclude the record in the personnel file of the complainant. All records in relation to a rejected/not upheld complaint shall be removed from the personnel file of the subject of the complaint.

B.

Where a statement of the outcome of the investigation confirms the allegation to be true then

the statement of outcome shall be placed on the file/record of the person against whom the investigation upheld the complaint.

A statement of the outcome of the investigation will conclude all other files.

Protection and Support

Staff shall be protected from intimidation, victimisation or discrimination for filing a complaint or assisting in an investigation. Retaliation against a member of staff for complaining about bullying/harassment is considered a disciplinary offence. A malicious complaint made by a staff member will be treated as misconduct under the disciplinary procedure.

Training and Awareness

It is considered that all personnel who have a role in either the informal or formal procedure e.g. designated members of management, worker representatives, union representatives etc should be made aware of appropriate policies and procedures which should, if possible, include appropriate training.

Summary

SMH SNS Raheny takes seriously any allegations of which may impact on the dignity and integrity of employees including allegations of workplace bullying or harassment.

Supportive and effective procedures, in accordance with nationally agreed practice exist in this workplace. These focus on the earliest possible resolution and will proceed as necessary from informal to formal procedural stages. Confidentiality is key to all processes.

Management has a duty of care towards employees. Similarly, employees have a duty of care towards one another. This policy has set out the principles and practices to support the exercise of that duty in our school.

In summary, we are committed to building and maintaining a work environment where respectful, open and equal relationships are the norm.

Roles and Responsibilities

The school staff, under the direction of the Principal will implement and monitor this policy. The Principal will ensure records are maintained and stored in a confidential secure locked location.

Review and Ratification

This policy was ratified by the Board of Management on September 24th 2024.

It is envisaged that the school will review this Dignity in the Workplace Policy as deemed necessary (typically every five years).

Signed: Glen Whitt

Chairperson of the Board of Management

Date 29/11/2024

Signed: Rachel Frank

Principal & Secretary of the Board of Management

Date 29/11/24

References:

- "INTO -Working Together"
- *Code of Practice for Employers and Employees on the Prevention and Resolution of Bullying at Work. January 2021*