



Last reviewed December 2020

## Dignity At Work Policy

### Aims of the Policy

There is no place for any form of discrimination, harassment, victimisation or sexual misconduct at Impact Arts. Such behaviour goes against our values and is contrary to our organisational mission of tackling the inequalities that exist in Scotland today.

We aim to promote a culture of equality and expect all people associated with Impact Arts to treat each other with dignity and respect.

We aspire for all people associated with Impact Arts to have the confidence to challenge harassment or bullying without fear of reprisal. We are committed to tackling any inappropriate behaviour in a timely and serious manner.

The aim of the Dignity at Work Policy is to:

- Support and sustain a positive working environment for all staff, free from any form of inappropriate or unacceptable behaviour;
- Make it clear that discrimination and harassment are unacceptable and that all people involved with Impact Arts have a role to play in creating a positive 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;
- Highlight the options available to people 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 when concerns are raised under the Dignity at Work Policy.

### Values

Impact Arts is a values based organisation and our values underpin all that we do, ensuring we aspire to treat people with respect and dignity at all times.

**Creativity:** We always place creativity at the centre of all that we do.

**Integrity:** We are always honest and truthful and act with transparency.

**Equality:** We value people's right to be different and ensure everyone has equal opportunity.

**Kindness:** We always treat everyone with care and respect.

**Ambition:** We are always ambitious in what we want to achieve for our partners, participants and colleagues.

### Scope of the Policy

#### **Glasgow & The West**

Impact Arts, The Factory,  
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This policy applies to everyone involved with Impact Arts – our Board, staff, volunteers and participants and extends to all places and events which are work related.

## **Definitions**

### **Harassment**

Harassment is unwanted conduct in working relationships affecting people's dignity. It is comments or actions that are regarded as demeaning and unacceptable to the recipient or that create a hostile, degrading, humiliating or offensive working environment.

Harassment may be verbal, non-verbal, physical, isolated or repeated and it can occur through behaviour in relation to gender, race, religion or belief, colour, ethnic or national origin, age, disability, sexual orientation, trade union membership, victimisation, real or suspected infection with HIV/AIDS, health status, marital status, political conviction or willingness to challenge harassment.

### **Bullying**

Bullying can be defined as persistent, offensive, abusive, intimidating or malicious behaviour or abuse of power which makes the recipient feel threatened, humiliated or vulnerable and undermines confidence. Examples include: Shouting in public, persistent or unfair criticism, ostracising people, threats and instilling fear, inappropriate use of email, spreading malicious rumours, constantly undermining effort, withholding information, removing areas of responsibility or imposing inappropriate tasks.

### **Sexual Misconduct**

Sexual misconduct occurs when a person engages in unwanted behaviour of a sexual nature committed without consent or by force, intimidation or coercion. Sexual misconduct can be committed by a person of any gender and can occur between people of the same or different genders. It has the purpose or effect of violating someone's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for the individual concerned. Unwanted conduct of a sexual nature can be verbal, non-verbal or physical behaviour. The recipient of the behaviour decides whether or not it is unwanted, it does not matter whether the conduct is acceptable to others.

### **Discrimination**

Discrimination occurs when a person is treated less favourably than others based on a protected characteristic under the Equality Act 2010, namely age, disability (seen and unseen), gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex and sexual orientation.

Direct discrimination occurs when someone is treated less favourably because of a protected characteristic they have or are thought to have, or because they associate with someone who has a protected characteristic.

Indirect discrimination occurs when someone is disadvantaged by an unjustified provision, criteria or practice that puts people with a protected characteristic at a disadvantage compared with others who do not share that characteristic.

### **Victimisation**

Victimisation is subjecting someone to a detriment because they have made a complaint, supported a complaint or given evidence in relation to a complaint of bullying, harassment or discrimination (formally or otherwise); or because they are suspected of doing so.

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Employees and witnesses who act in good faith have the right not to be victimised for making a complaint or doing anything in relation to a complaint. Making or supporting an untrue complaint or giving false evidence, may lead to the initiation of formal disciplinary proceedings.

## **Responsibilities**

Everyone has a responsibility to behave in a way that is not offensive to others and acknowledge that the views and opinions held by others and decisions made by managers may not coincide with their own.

Employees should report any actions which breach this policy to a member of the Leadership Team.

Participants and volunteers should report any actions which breach this policy to a Programme Manager.

Employees, volunteers or participants will be protected from intimidation, victimisation or discrimination for making a complaint or assisting in an investigation.

## **Board of Directors**

- Impact Arts Board of Directors have responsibility for signing off on key policies.
- Are expected to be role models in demonstrating exemplary behaviours and setting a tone which reflects the ethos of this Dignity at Work policy.

## **Management**

- Act as role models in demonstrating exemplary behaviours and creating a workplace culture where all people are treated with dignity and respect
- Challenge and stop any behaviours deemed unacceptable in the work place
- Ensure that all informal and formal complaints are dealt with in an effective and timely manner
- Ensure that any people who have been subject to inappropriate behaviour are supported in a timely, confidential and sensitive manner

## **All Employees & Volunteers**

- Uphold Impact Arts values in all proceedings and dealings with others
- Demonstrate exemplary conduct and behaviour which respects the rights and dignity of others
- Treat everybody with respect and value people for their diversity
- Highlight to a Manager any instances where unacceptable behaviour has been witnessed
- Challenge the working culture if it is felt it is not reflecting the organisational values or aims of this Dignity at Work policy

## **HR**

- Provide confidential advice and support to any staff who highlight either an informal or formal complaint
- Offer guidance in how to deal with any issues relating to Dignity at Work that may arise

## **Project Participants**

- Treat each other and staff with dignity and respect
- Respect people's opinions, values and different situations
- Respect each other's backgrounds, identities and personal choices. Respect each others' pronouns.
- Do not engage in any harassment, bullying, sexual misconduct, physical or verbal abuse as it will not be tolerated.
- Display professionalism at all times
- Respect each other's space as all have different boundaries

## **Complaints**

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All complaints will be dealt with as confidentially as possible. However, the organisation has a duty of care to all employees, and it may be necessary to investigate and take action regarding a complaint without the consent of the complainant.

### **Informal Complaint Procedure**

If the person feels able to and where appropriate, in the first instance, unacceptable behaviour should be dealt with informally, as this is often the most effective method for resolving issues raised under the Dignity at Work Policy.

### **Formal Complaint Procedure**

If informal action has been ineffective or if the complaint is deemed to be sufficiently serious, it may warrant an immediate formal investigation. Please refer to Impact Arts' [Grievance Procedure](#).

The complainant should keep a record of the incidents e.g. what happened, when, and if there were any witnesses. It would also be useful to consider how the situation could be resolved.

If the investigation reveals that the complaint is valid, prompt attention and disciplinary action may be taken to stop the harassment/ bullying immediately and prevent its recurrence.

The Disciplinary Procedure will be applied to any employee who is found to have made a malicious complaint.

If a person feels unable to raise a complaint in person then they can do so by using Impact Arts' [Whistleblowing Policy](#).

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