

# Dignity at Work Policy

## Year of Arts CLG (YofA)

### 1. Introduction and Purpose

Year of Arts CLG (YofA) is committed to creating and maintaining a workplace that upholds dignity and respect for all. This policy promotes an environment where bullying, harassment, and sexual harassment are not tolerated, ensuring that all individuals associated with YofA, including employees, facilitators, volunteers, and participants, can work in a respectful and inclusive space.

### 2. Policy Statement

#### 2.1. Aims of the Policy

- Foster a work environment where dignity and respect are core values.
- Prevent and address instances of bullying, harassment, and sexual harassment.
- Ensure that all individuals understand their responsibility in maintaining a culture of dignity and respect.

#### 2.2. Principles Underlying the Policy

- Every individual associated with YofA has the right to a safe and respectful working environment.
- Any form of bullying, harassment, or sexual harassment is unacceptable and will not be tolerated.
- Complaints will be treated with seriousness, fairness, and confidentiality.
- Informal resolution and mediation are encouraged where appropriate.
- False or malicious complaints will be treated as misconduct and may result in disciplinary action.

#### 2.3. Legislative Commitments

YofA adheres to the following Irish legal frameworks in addressing dignity at work issues:

- **Employment Equality Acts 1998-2015** (prohibiting harassment and discrimination based on gender, civil status, family status, sexual orientation, religion, age, disability, race, or membership of the Traveller community).
- **Safety, Health and Welfare at Work Act 2005** (placing obligations on employers to ensure employees' well-being).
- **Codes of Practice** from the Health and Safety Authority (HSA) and the Workplace Relations Commission (WRC).

### **3. Definitions**

#### **3.1. Bullying**

Bullying is repeated inappropriate behaviour (verbal, physical, or otherwise) that undermines an individual's dignity at work.

Examples include:

- Verbal abuse, threats, or humiliation.
- Spreading malicious rumours.
- Excessive criticism or exclusion from work activities.
- Deliberate withholding of work-related information.

#### **3.2. Harassment**

Harassment is any form of unwanted conduct related to a protected characteristic (as per Employment Equality legislation) that creates an intimidating, hostile, degrading, humiliating, or offensive environment.

Examples include:

- Offensive jokes, comments, or gestures.
- Displaying offensive material.
- Exclusion or isolation from workplace activities.

#### **3.3. Sexual Harassment**

Sexual harassment includes any form of unwelcome sexual conduct that violates an individual's dignity.

Examples include:

- Sexual comments, jokes, or gestures.
- Unwanted physical contact.
- Repeated unwelcome advances or requests for sexual favours.
- Sharing sexually explicit content without consent.

#### **3.4. Management of Performance**

Legitimate performance management, including constructive feedback and performance appraisals, does not constitute bullying or harassment.

## 4. Complaint Resolution Procedures

### 4.1. Informal Resolution

Where appropriate, individuals should attempt to resolve issues informally by:

- Speaking directly to the person responsible for the behaviour.
- Seeking assistance from a line manager or designated support person.
- Considering mediation as an option.

### 4.2. Formal Complaints

If informal resolution is unsuccessful or inappropriate, a formal complaint may be submitted to the **HR Manager** or a designated person within YofA.

The process includes:

1. **Written Complaint:** A formal written complaint detailing the nature of the issue, dates, times, and any witnesses.
2. **Investigation:** An impartial investigator will review the complaint and gather evidence.
3. **Decision & Outcome:** Findings will be reviewed, and appropriate action taken, which may include mediation, training, disciplinary measures, or dismissal.
4. **Appeals Process:** If either party is dissatisfied with the outcome, a review may be requested.

## 5. Roles and Responsibilities

### 5.1. All Individuals Associated with YofA

- Treat others with dignity and respect.
- Refrain from engaging in bullying, harassment, or sexual harassment.
- Report any inappropriate behaviour witnessed or experienced.

### 5.2. Managers and Supervisors

- Lead by example and promote a culture of respect.
- Address concerns and complaints promptly and fairly.
- Ensure staff are aware of this policy and their responsibilities.

### 5.3. Human Resources (HR) or Designated Contact Person

- Oversee complaints and resolution processes.

- Provide guidance and support to individuals involved in a complaint.
- Ensure confidentiality and fairness in investigations.

## **6. Confidentiality and Protection**

- Complaints will be handled with strict confidentiality.
- No one will be penalised for making a genuine complaint.
- Retaliation against complainants or witnesses will not be tolerated.

## **7. Review and Monitoring**

This policy will be reviewed regularly to ensure compliance with legal requirements and best practices. Updates will be communicated to all individuals associated with YofA.

## **8. Acknowledgment and Agreement**

All individuals involved with YofA must acknowledge that they have read and understood this policy and agree to abide by its terms.

**Approved by:** San Casciani

**Date:** 19/02/2025

**Review Date:** 18/02/2026