PEMBROKE DOCK HERITAGE TRUST EQUAL OPPORTUNITIES, DIVERSITY AND DIGNITY AT WORK POLICY

2022 EDITION

Royal Dockyard Chapel, Meyrick Owen Way, Pembroke Dock, Pembrokeshire, SA72 6WS
Tel: 01646 684220
enquiries@pdht.org, www.pdht.org
Company registration no: 05920931
Charity number: 1120476, registered in England and Wales

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CONTENTS

1. Introduction
2. Staff responsibilities
3. Harassment and bullying
4. Definitions
5. Examples of harassment and bullying
6. Procedure for dealing with harassment and bullying
7. Review

1. INTRODUCTION

1.1 Pembroke Dock Heritage Trust is the official body which manages the town's Heritage Centre (hereby referred to as the 'Museum') in the restored Royal Dockyard Chapel opened by Her Majesty the Queen in 2014. The Museum is the culmination of a long and successful series of heritage initiatives which brought the military connections with the town and area into local, national and international focus. The Trust's aim is to advance education for the benefit of the public through the establishment and maintenance of a museum pertaining to the history, heritage and culture of Pembroke Dock and the surrounding area.

1.2 The Trust is committed to equal opportunities. It is our policy to treat all employees, volunteers and job applicants fairly and equally regardless of their age, disability, gender, gender reassignment, pregnancy, maternity, race (which includes colour, nationality and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership (these are collective known as "protected characteristics") or trade union membership. Furthermore, we will ensure that no requirement or condition will be imposed without justification, which could disadvantage individuals purely on any of the above grounds. This policy is in accordance with the various codes of practice and relevant legislation.

1.3 The Trust is committed to creating a work environment free of harassment and bullying, where everyone is treated with dignity and respect.

1.4 Some harassment is unlawful discrimination and serious harassment may be a criminal offence. Any complaints of such treatment will be investigated, and individuals suspected of carrying out activities that are viewed as harassment or bullying will be investigated under the disciplinary procedures.

1.5 The policy applies to recruitment and selection, terms and conditions of employment including pay, promotion, training, transfer and every other aspect of employment. The Trust will regularly review its procedures and selection criteria to ensure that individuals are selected, promoted and otherwise treated according to their relevant individual

abilities and merits. The Trust is committed to the implementation of this policy and to a programme of action to ensure that the policy is, and continues to be, fully effective.

1.6 The overall responsibility for the policy lies with the Trust; however, all employees are required to comply with the policy and to act in accordance with its objectives so as to remove any barriers to equal opportunity. Any act of discrimination by employees or any failure to comply with the terms of the policy will result in disciplinary action which may result in summary dismissal.

1.7 Any member of staff or volunteer may use the grievance procedure to complain about discriminatory conduct or dignity at work. The Trust is keen to ensure that all staff feel able to raise such grievances and no individual will be penalised for raising such a grievance unless it is untrue and made in bad faith.

2. STAFF RESPONSIBILITIES

2.1 Although the primary responsibility for providing equal opportunity rests with the Trust, staff are required to assist in the prevention of discrimination.

2.2 Staff should do this by:

- Co-operating with this policy
- Reporting immediately to the Trust any breach or suspected breach of this policy
- Not committing or ignoring a breach to any aspect of this policy

3. HARASSMENT AND BULLYING

3.1 The Trust believes all its employees and volunteers have the right to work in an environment free from bullying and harassment on any grounds including their age, disability, gender, gender reassignment, pregnancy, maternity, race (which includes colour, nationality and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership (these are collective known as "protected characteristics") or trade union membership.

3.2 Such harassment will not be tolerated and the Trust seeks to ensure that the working environment is sympathetic to all employees, volunteers and to those who the Trust has business dealings with, and that they are treated with dignity and respect.

3.3 The aim of this policy is to prevent all forms of bullying and harassment, to provide guidance on how to resolve any problems should they occur and prevent further recurrence.

3.4 Outlined below are the types of behaviour that are unacceptable, and the actions employees and volunteers should take if they witness, or feel they are being subjected to, bullying or harassment. It is the duty of the Trust to implement this policy, and all employees are expected to comply. Any member of the Management team who becomes aware of behaviour which breaches this policy, whether or not a complaint has been made, has a responsibility to take the matter forward through investigation and to ensure it is dealt with confidentially and promptly.

4. DEFINITIONS

4.1 Bullying is characterised by offensive, intimidating, malicious or insulting behaviour. It is an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.

4.2 Harassment in general terms is unwanted conduct affecting the dignity of everyone in the workplace. It may be related to one or more of the protected characteristics, or because the person is associated or connected with someone with a protected characteristic,

4.3 Harassment at work is a violation of employment and discrimination laws and may also contravene criminal and/or civil law in some circumstances. In addition, harassment and bullying can reduce the effectiveness of the Trust by creating a hostile or threatening environment, and increasing sickness, absence and labour turnover.

5. EXAMPLES OF BULLYING AND HARASSMENT

5.1 The examples below are not exhaustive. Serious examples may constitute gross misconduct that could lead to summary dismissal:

- Unwanted Physical Conduct – such as unnecessary touching, patting, pinching, brushing against another person's body, insulting behaviour or obscene gestures, physical threats and assault.
- Unwanted Verbal Conduct – such as unwelcome advances, patronising titles or nicknames, propositions or remarks, innuendo, lewd or suggestive comments, over-familiar behaviour, jokes, banter or abusive/offensive language which is either threatening or refers to a person's gender, colour, race, religion, ethnic or national origins, disability or sexual orientation, gossip and slander (including speculation about a person's private life and sexual activities).
- Unwanted Non-Verbal Conduct – such as racially or sexually based graffiti or graffiti referring to an individual's characteristics or private life, abusive or offensive gestures, leering, whistling, creation or distribution of suggestive or offensive pictures (including "pin-up" calendars) or videos through any means.
- Coercion – including threats of dismissal or loss of promotion etc. for refusal of sexual favours, (or promises made in return for sexual favours); pressure to participate in political or religious groups.
- Isolation or Non-Co-operation at Work – deliberate exclusion from conversations or social activities.

5.2 Such conduct is employment-related if for example:

- Submission to, or rejection of, the conduct is used as a basis for an employment decision.
- The conduct interferes with the affected person's work performance.
- The conduct creates an intimidating, hostile, humiliating or offensive working environment.

5.3 Bullying and harassment can be persistent and repeated; continuing after the person subjected to it makes it clear he/she wants it to stop. However, a single incident can also constitute bullying or harassment if it is sufficiently serious.

5.4 All employees and volunteers should note that any act(s) of harassment committed by them in the course of their employment, either at work, or at any time on the Trust's premises, or externally whilst attending social functions or training courses, will be dealt under this procedure.

5.5 Employees will have the right, during the procedure to be accompanied by a colleague or trade union representative. The employee making the complaint will be kept informed of the general progress of the process of investigation and the outcome of any disciplinary proceedings.

5.6 The Trust will treat complaints of bullying and harassment sensitively and maintain confidentiality to the maximum extent possible.

5.7 Staff have a right not to be victimised for making a complaint in good faith, even if the complaint is not upheld. However, making a complaint that you know to be untrue may lead to disciplinary action being taken against you.

6. PROCEDURE FOR DEALING WITH BULLYING AND HARASSMENT

Stage One

6.1 The first stage is to attempt to deal with the bullying or harassment in an informal way. If at any time an employee or volunteer feels they are a victim of minor harassment, they should make it clear to the harasser that the behaviour is unacceptable to them and must stop. If the employee or volunteer feels unable to do this verbally, then a written request may be effective, or alternatively the employee or volunteer may request any member of the Management team to approach the alleged harasser on their behalf or to help them in taking such action.

Stage Two

6.2 Where the Stage One informal method fails, or serious harassment occurs employees or volunteers are advised to bring a formal complaint under the Grievance Procedure and to seek assistance from the Centre Coordinator.

6.3 Keeping diary records of incidents of any harassment / bullying and also noting the presence of any witnesses at such incidents can be useful to any subsequent investigation.

6.4 Employees who receive a warning or are dismissed for harassment may appeal against the penalty in accordance with the disciplinary procedure. In serious cases, criminal charges may be appropriate and it may be necessary to refer the case to the police

7. REVIEW

7.1 These policies were last reviewed in April 2022, and they should be reviewed every three years.

Signed

Name GK Clarkson

Appointment Chair of Trustees on behalf of the Board of Trustees

Date May 2022