



Dignity and Respect at Work Policy

Statement of Intent

It is our intention to ensure everyone is treated with dignity and respect at work.

Aim

Bullying, conflict and harassment of any kind will not be tolerated by Pippins Trustee Directors. The Trustee Directors will aim to resolve any conflict efficiently and amicably.

Definitions

Bullying is a type of harassment which consists of persistent actions, criticism or personal abuse in public or private which humiliates, intimidates, frightens or undermines the individual.

Harassment is conduct that is unwanted and offensive and affects the dignity of the individual or group of individuals.

Methods

In order to achieve this aim Pippins will make sure: -

- All Early Years Educators receive a copy of this policy.
- All Early Years Educators are made aware of the up-to-date information and training about Bullying and Harassment by the Management team.
- All Early Years Educators receive an organisational statement regarding the standards of behaviour expected and their responsibilities to others. Bullying and harassment will be treated as a disciplinary offence by the Trustee Directors.
- All Early Years Educators receive and follow the Grievance Procedure Flow Chart should they have a complaint, grievance or concern. If this procedure is not followed it will be treated as a disciplinary offence.
- All Early Years Educators have access to support from the Trustee Directors.
- All complaints are free from victimisation and complaints will remain confidential.

This policy was adopted at a meeting of Pippins Pre-school and Nursery

Held on Thursday 19th October 2023

Signed on behalf of the Management Trustee Directors

Role of signatory (e.g. Chair etc.)

Chair

Pippins Grievance Procedure - Receiving and dealing with complaints

Try to resolve the issue face to face with involved Early Years Educators - communicate.

