

# DIGNITY AT WORK POLICY

## Introduction

LSH are committed to providing a working environment free of harassment and bullying, where everyone is treated with dignity and respect.

We will not tolerate bullying and harassment of any kind. We will also not tolerate victimisation of a person for making allegations of bullying or harassment in good faith or supporting someone to make such a complaint. All allegations of bullying, harassment and victimisation will be investigated and, if appropriate, disciplinary action will be taken.

## What is bullying and harassment?

Bullying is offensive, intimidating, malicious or insulting behaviour, and/or an abuse or misuse of power that is meant to undermine, humiliate or injure the person at whom this action is directed.

Harassment is unwanted conduct related to relevant protected characteristics, which are sex, gender reassignment, race (which includes colour, nationality and ethnic or national origins), disability, sexual orientation, religion or belief and age, that:

- Has the purpose of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person; or
- Is reasonably considered by that person to have the effect of violating their dignity or of creating an intimidating, hostile, degrading, humiliating or offensive environment for them, even if this effect was not intended by the person responsible for the conduct.

Harassment can include unwelcome physical, verbal or non-verbal contact. Harassment can be persistent if it continues over a period of time after you have made it clear that you want it to stop. A single incident may constitute harassment if it is sufficiently serious.

## Examples of non-sexual harassment include:

- Bullying, including cyberbullying via social media;
- Racial or discriminatory banter;
- The display of material which has racial overtones or is otherwise offensive or discriminatory;
- Unkind or insensitive jokes or pranks;
- Offensive or intimidating comments;
- Deliberately excluding, shunning or ignoring a colleague;
- Ridiculing someone because of their sex, race, colour, nationality, ethnic origin, religious or similar beliefs, gender reassignment, marital status, trade union membership, sexual orientation, disability or age;
- Insulting or abusing someone about how they look or dress;
- Sarcastic personal remarks.

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## Sexual Harassment

Sexual harassment is unwanted conduct of a sexual nature; or less favourable treatment as a result of the submission to or rejection of sexual harassment.

The following are some examples of activities that might constitute sexual harassment:

- Unnecessary and unwelcome physical contact;
- Sexual assault;
- Suggestive and unwelcome comments or gestures;
- Emphasising the gender of an individual or a group;
- Persistent unwelcome requests for social or sexual encounters and favours;
- Display, or electronic transmission, of pornographic, degrading or indecent images or threatening;
- Abusive or unwanted comments of a sexual nature;
- Non-consensual sharing of sexually explicit media;

These activities will be considered to be very serious if they are accompanied by one or both of the following:

- Explicit or implicit promises for compliance that are a misuse of an institutional position (e.g. promises or a recommendation for promotion); or
- Explicit or implicit threats of penalties for non-compliance that are a misuse of an institutional position (e.g. refusal to provide appropriate support/advice or resources)

## Harassment procedure

If you consider that you have been or are being harassed by someone within a work setting you should take the following action:

1. If possible, speak to the individual concerned and let them know that their behaviour has caused you offence and ask them to stop. If you do not feel able to speak to the person responsible for harassing you, you should request assistance from your manager or a member of the HR team.
2. If the problem cannot be resolved, or the harassment persists, you should refer to the company's Grievance procedure which provides guidance on how to manage the situation.

## Victimisation

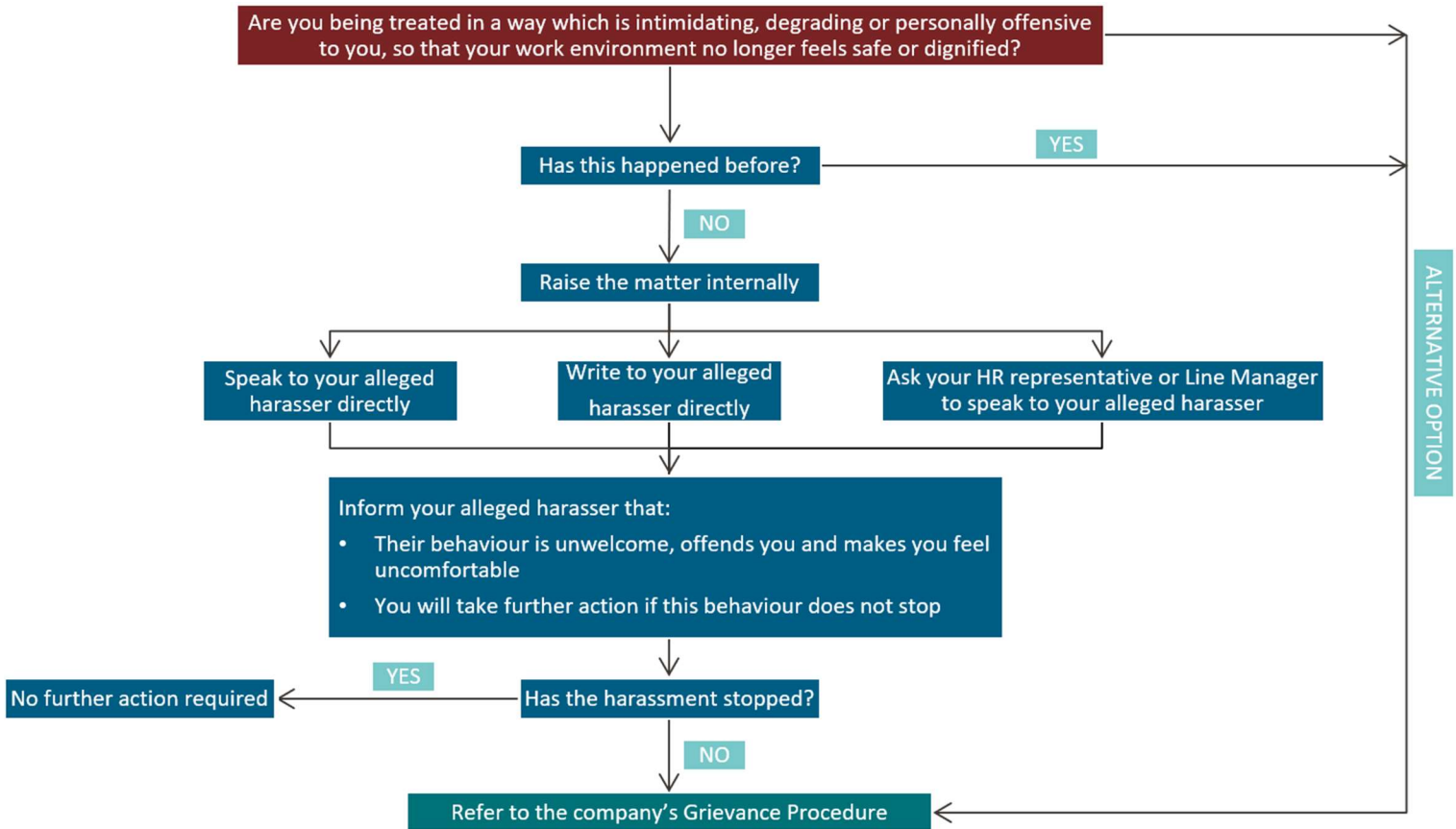
Victimisation refers to unfair treatment directed towards someone who has made or is believed to have made or supported a complaint of discrimination.

We will ensure that if you bring a complaint of discrimination or harassment or give any evidence or information relating to an act of discrimination or harassment, you will not suffer any detriment as a result of doing so. However, to ensure that individuals are not falsely accused, any person who makes an allegation of discrimination or harassment which they know to be false, will be subject to disciplinary action.

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If you are found to have discriminated, harassed or victimised someone within a work setting, we will take disciplinary action against you as such behaviour will not be tolerated.

Please use the below flowchart to help you with your actions:-



**Further support**

If you have any questions about this policy, please contact the HR Operations team.

Please also remember that we have an **Employee Assistance Programme (EAP)** who can provide support. You can contact the EAP in confidence on **0800 048 2702 24/7**.

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