

Dignity at work

All members and staff are entitled to be treated with dignity and respect in their place of work, or in their dealings with the Association. This means freedom from behaviour that can be interpreted as bullying or harassment, and access to redress if such behaviour does arise. It also means standards of everyday behaviour that contribute to a working environment in which mutual respect and individual dignity are maintained.

Bullying and Harassment

Behaviour can constitute bullying or harassment where it violates the dignity of an individual on the grounds of their race, colour, ethnic origin, gender, sexuality, disability, or age, or where it creates an intimidating, hostile and degrading, humiliating or offensive environment. Individual or accumulative acts can seriously undermine the dignity, confidence, and work satisfaction of the subject to such an extent that it has an effect on his/her performance, and general happiness both inside and outside the work environment.

Conduct becomes harassment if it persists and it has been made clear that it is regarded as offensive by the recipient, although a single offensive act can amount to harassment if it is sufficiently serious.

This definition of bullying and harassment is given further definition below by reference to particular forms of harassment.

Harassment based on race, colour or ethnic origin

Harassment based on race, colour or ethnic origin is conduct at work directed towards a colleague by another colleague or group of colleagues which is racist in nature, and which is regarded as unwelcome or offensive by the recipient.

The following are examples that illustrate such conduct, though this is not an exhaustive list:

- Jokes about race, colour or ethnic origin
- Use of offensive names
- References to colleagues by offensive racist descriptions
- Use of offensive or insensitive stereotypes
- Verbal abuse based on race, colour, or ethnic origin
- Circulation, or display, of offensive material based on race, colour or ethnic origin
- Detrimental behaviour because of a colleague's race, colour or ethnic origin

Harassment based on religion

Harassment based on religion is conduct at work directed towards a colleague by another colleague or group of colleagues which is based on the colleague's religious beliefs, or non-religious beliefs, and which is regarded as unwelcome or offensive by the recipient.

The following are examples that illustrate such conduct, though this is not an exhaustive list:

- Jokes about religion
- Use of offensive names
- Use of offensive or insensitive stereotypes
- Verbal abuse based on religion
- Circulation, or display, of offensive material based on religion
- Detrimental behaviour because of a colleague's religious, or non- religious, beliefs.

Sexual Harassment

Sexual harassment is conduct directed towards a colleague by another colleague or group of colleagues which is of a sexual nature, or which is based on a colleague's gender, and which is regarded as unwelcome or offensive to the recipient.

The following are examples which illustrate such conduct, though this is not an exhaustive list:

- Unwanted physical contact
- Conduct which is intimidatory, or physically or verbally abusive
- Jokes that are based on sexual or gender issues
- Non – verbal conduct, such as staring or gestures
- Suggestions that sexual favours may further a person's career, or that refusal may hinder it
- Sexual advances, propositions, suggestions or pressure for sexual activity at or outside work
- Derogatory or demeaning remarks based on gender
- Circulation, or display, of offensive material that is sexual in nature

Harassment based on disability

Harassment based on disability is conduct directed towards a colleague by another colleague or group of colleagues which is based on the colleague's disability and which is unwelcome to the recipient.

The following are examples which illustrate such behaviour, though this is not an exhaustive list:

- Jokes about disability
- Use of offensive names
- Use of offensive or insensitive stereotypes
- Verbal abuse based on disability
- Circulation, or display, of offensive material based on disability
- Deliberate actions designed to hinder a colleague's ability to undertake his/her duties because of their disability

Harassment based on sexuality

Harassment based on sexuality is conduct directed towards a colleague by another colleague or group of colleagues which is based on the sexuality or perceived sexuality of the colleague and which is unwelcome by the recipient.

The following are examples which illustrate such behaviour, though this is not an exhaustive list:

- Jokes about sexuality
- Use of offensive names
- Use of offensive or insensitive stereotypes
- Verbal abuse based on sexuality
- Circulation, or display, of offensive material based on sexuality

Harassment based on age

Harassment based on age is conduct directed towards a colleague by another colleague or group of colleagues which is based on the age or perceived age of the colleague and which is unwelcome by the recipient.

The following are examples which illustrate such behaviour, though this is not an exhaustive list:

- Jokes about age
- Use of offensive names
- Use of offensive or insensitive stereotypes
- Verbal abuse based on age
- Circulation, or display, of offensive material based on age

Bullying and harassment may not be based on the fact that a colleague belongs to a particular group, but simply because the individual has been singled out for such treatment. This may take the following forms, though again this is not intended as an exhaustive list:

- Limiting or withdrawing verbal communication
- Isolating a colleague by unfriendly behaviour
- Behaviour designed to belittle or produce anxiety in a colleague
- Unreasonable scrutiny of work
- Unreasonable criticism of work, and adopting double standards in expectations of work performance
- Unreasonable denial of leave and/or special leave requests
- Unreasonable denial of requests for flexible working
- Work or staff social activities that deliberately exclude a colleague
- Jokes or inappropriate humour at the expense of a colleague.

Standards of Work Behaviour

All colleagues are expected to behave in a manner that is consistent with the values of the BDA's Standards of Service and Conduct, and that is conducive to a professional working environment. This includes the following:

- Courtesy towards colleagues
- Consideration and understanding of the work demands of colleagues
- Maintaining a temperate tone, and temperate language, in all verbal and written communication with colleagues
- Avoidance of the use of foul language
- Awareness of language and conduct which have the potential to offend a colleague
- Obtaining the express or implied permission of a colleague before adopting familiarity in conduct or language.