



Langstone Community Council: Dignity at Work Policy

Adopted: 10/02/2026

Review Date: 12/05/2026

Signed:



1. Purpose

Langstone Community Council (“the Council”) is committed to creating a working environment where all employees, councillors, and volunteers are treated with dignity and respect. Everyone has the right to work in an environment free from bullying, harassment, discrimination, and intimidation.

This policy sets out the Council’s expectations for behaviour and the procedures for addressing concerns.

2. Scope

This policy applies to:

- All employees
- All councillors acting in an official capacity
- Volunteers and contractors working on behalf of the Council

It covers behaviour in the workplace, at Council meetings, during Council activities, and in any setting where individuals are acting in a Council capacity, including online and social media interactions.

3. Principles

The Council is committed to:

- Promoting a culture of dignity, respect, and professionalism
- Preventing bullying, harassment, and discriminatory behaviour
- Supporting individuals who raise concerns
- Ensuring complaints are handled promptly, fairly, and confidentially
- Taking appropriate action where behaviour falls below expected standards

4. Definitions

4.1 Bullying

Bullying is offensive, intimidating, malicious, or insulting behaviour that undermines, humiliates, or injures the recipient. It may be persistent or a single serious incident.

Examples include:

- Shouting or aggressive behaviour
- Persistent criticism or undermining



- Excluding someone from work-related activities
- Misuse of power or position

4.2 Harassment

Harassment is unwanted conduct related to a protected characteristic under the **Equality Act 2010** (e.g., age, disability, race, religion, sex, sexual orientation) that violates a person's dignity or creates an intimidating, hostile, degrading, or humiliating environment.

4.3 Sexual Harassment

Unwanted conduct of a sexual nature, including inappropriate comments, gestures, or physical contact.

4.4 Victimisation

Treating someone unfairly because they have made or supported a complaint.

4.5 Member–Officer Relations

Councillors must follow the **Code of Conduct** and the **Member–Officer Protocol**, ensuring respectful, professional interactions with staff at all times.

5. Responsibilities

5.1 The Council

The Council will:

- Promote a culture of dignity and respect
- Ensure policies and procedures support a safe working environment
- Address unacceptable behaviour promptly
- Provide training where appropriate

5.2 Clerk / Line Manager

The Clerk will:

- Foster a supportive environment
- Address concerns raised by staff
- Take appropriate action where behaviour is unacceptable
- Maintain confidentiality and accurate records

5.3 Employees



Employees must:

- Treat colleagues, councillors, and the public with respect
- Avoid behaviour that could be perceived as bullying or harassment
- Raise concerns early if they experience or witness unacceptable behaviour

5.4 Councillors

Councillors must:

- Treat staff and colleagues with courtesy and professionalism
- Avoid placing unreasonable demands on staff
- Follow the Code of Conduct and Member–Officer Protocol
- Refrain from public criticism of staff

6. Raising Concerns

6.1 Informal Resolution

Where appropriate, individuals are encouraged to raise concerns informally with the person involved or with the Clerk. Early, constructive conversations can often resolve issues quickly.

6.2 Formal Complaints (Employees)

Employees may raise a formal complaint under the Council's **Grievance Procedure**.

Complaints will be:

- Taken seriously
- Investigated promptly
- Handled confidentially
- Resolved fairly and impartially

6.3 Formal Complaints (Councillors)

Concerns about councillor behaviour may be referred to:

- The Clerk (for informal resolution)
- The Monitoring Officer (for Code of Conduct matters)

6.4 Complaints Against Staff

Concerns about staff behaviour will be managed under the Council's **Disciplinary Procedure**.



7. Support for Individuals

The Council will:

- Provide a supportive environment for anyone raising concerns
- Offer adjustments or temporary measures where needed
- Ensure no one is victimised for making a complaint

8. Confidentiality

All complaints will be handled sensitively and confidentially. Information will only be shared where necessary for investigation or where required by law.

9. Malicious or Vexatious Complaints

The Council takes all complaints seriously. However, deliberately false or malicious allegations may result in disciplinary or Code of Conduct action.

10. Training

The Council will provide training for councillors and staff on:

- Respectful behaviour
- Equality and diversity
- Member–Officer relations
- Handling conflict and complaints

11. Review

This policy will be reviewed every two years, or sooner if legislation or Council needs change.