



## Yatton Parish Council

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*OUR MISSION: To ensure the provision of high quality services in our communities of Yatton and Claverham*

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## **Dignity at Work Policy** **Approved and adopted June 12<sup>th</sup> 2023.** **Review 2027.**

### Background

The Society of Local Council Clerks and the National Association of Local Councils through Avon Local Council Association invited all Councils to adopt a Civility and Respect Pledge to demonstrate their commitment to promoting good behaviour and best practice. At the Full Council Meeting on 13 March 2023, it was agreed that Yatton Parish Council would sign the Pledge.

As part of the Pledge, Councils were asked to adopt a Dignity at Work Policy.

### Policy

Yatton Parish Council is committed to creating a working environment where all Council employees, councillors, contractors and others who come into contact with the Council in the course of its work, are treated with dignity, respect and courtesy. The Council aims to create a workplace where there is zero tolerance for harassment and bullying.

### Responsibilities

All staff and representatives of the council are responsible for their own behaviour in the workplace and for taking steps to revise unacceptable behaviour and appropriately challenge that of others.

Leaders – the Parish Clerk and Councillors - are responsible for ensuring that these standards of treating people with civility, respect and courtesy are upheld,

both through their own example, and by communicating and promoting these expectations to all employees.

Agency staff or contractors are equally expected to treat council colleagues, and other representatives and stakeholders with dignity and respect, and the Council may terminate the contract, without notice, where there are suspicions of harassment or bullying.

## Bullying and Harassment

All staff and council representatives are entitled to dignity, respect and courtesy within the workplace and not to experience any form of discrimination. Yatton Parish Council will not tolerate bullying or harassment in the workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether or not harm is intended. Neither will retaliation against, or victimization of, any person involved in bringing a complaint of harassment or bullying be tolerated.

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. While it will be assumed that all complaints of bullying and harassment are made in good faith, if allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the council's disciplinary procedure.

## Dealing with Concerns.

An informal approach to either the Parish Clerk, Chair of the Council or Chair of the Finance, Personnel and Administration Committee may be appropriate when the matter can be discussed confidentially.

If this is not appropriate, then the matter will be dealt with under the Council's Grievance Procedure.

Re-review June 2027 or earlier if required.