

## Dignity at Work Policy

### Introduction

As a school community, St. Luke's National School commits itself to working together to maintain a workplace environment that encourages and supports the right to dignity at work. All who work here and/or are members of the Board of Management and Parents Association are expected to respect the right to dignity in their working life. Every person will be treated equally and be respected for their individuality and diversity.

Bullying or harassment in any form and from any party within and without the school is not accepted by us and will not be tolerated. Our policies and procedures will underpin the objectives of this charter. All individuals, whether directly employed or contracted by St. Luke's National School or volunteering as a member of the Board of Management or Parent-Teacher Association or who are volunteering or completing work experience in another capacity have a duty and responsibility to uphold this Dignity at Work Charter.

### Rationale

This school is committed to a positive work environment where work is done in an atmosphere of respect, collaboration, openness and equality. Adult bullying and harassment in the workplace are phenomena which this school will seek to prevent and will not tolerate. All employees have the right to be treated with dignity and respect.

Management is committed to intervening in an appropriate manner - utilising one of the accepted Management/INTO procedures - the Board of Management has formally adopted the [Working Together \(Ag Obair Le Chéile\) Document 2024](#). This document outlines best practices for prevention of staff relations issues, bullying and harassment and grievances.

Relevant definitions of bullying, harassment and grievances are contained in the Working Together Document.

The provisions of relevant circulars related to Assaults on Staff in Primary Schools will be utilised as appropriate.

### Aims and Objectives

- To establish working definitions for bullying and harassment.
- To direct staff and management to the procedures to deal with these issues.
- To identify ways to promote a positive working environment for all adults in our school community

### Establishing a Positive Climate

It is agreed that we will all work to make this school a good place to work. A good place to work has a positive work environment characterised by:

- A supportive atmosphere
- Good and open communication (e.g. through opportunities at regular staff meetings, parent/teacher meetings, formal and informal conversations, professional development experiences, etc.)
- Appropriate interpersonal behaviour procedures

- Opportunities for members of our community to collaborate on shared projects
- Open discussion and resolution of conflict
- Recognition, feedback and affirmation as appropriate
- Fair treatment of all staff (including fair systems of selection and promotion)
- Opportunities for social interaction that helps build relationships based on mutual respect

Every person has a responsibility to play his/her part in contributing to a positive work environment. In this regard, a person who is a witness or bystander has a clear responsibility to raise concerns about dignity at work and threats to this, in an appropriate and timely manner.

The Health and Safety Policy includes a commitment to a positive work environment, in light of the Employer's obligations as outlined at Section 8 of that Act, including the duty to manage work activities in such a way as to prevent "improper conduct or behaviour" likely to put health and safety at risk.

### **Guiding Definitions**

Bullying behaviour and harassment are defined in the Working Together Document pg 14+15.

Examples of Bullying and harassment are also contained therein.

Examples of what bullying is **NOT** are also contained in Working Together pg14.

Such behaviours need not and should not be part of a workplace. This policy aims to ensure that a positive environment prevents such behaviours from occurring. Where bullying or harassment does occur or is alleged to have occurred, there are means of tackling it through the agreed procedure.

**An isolated incident of inappropriate behaviour may be an affront to dignity at work but as a once off incident is not considered to be bullying.**

Fair and constructive criticism of an employee's performance, conduct or attendance does not constitute bullying. Complaints relating to instructions issued by a supervisor and/or manager, assignment of duties, terms and conditions of employment or other matters which are appropriate for referral under the normal grievance procedure do not constitute bullying.

Complaints that are appropriate for referral under the normal grievance procedure are usually relatively straightforward to formulate as they refer to a specific issue or incident. Bullying, on the other hand, is **repeated, inappropriate behaviour which is specifically targeted** at the recipient in order to undermine his or her dignity. Complaints of bullying are sometimes difficult to articulate as it may involve a series of small seemingly innocuous incidents which culminate to create an intimidating hostile working environment.

### **Procedures in Response to an Allegation of Bullying/Harassment or Grievances**

- The Board has formally adopted "Working Together 2024." The procedures outlined therein will be the official procedures of the school from October 2024.

***Roles and Responsibilities***

It is the responsibility of all staff, Parents, visitors and all other relevant parties to hold themselves in the highest professional, respectful and courteous regard when interacting with others. This policy will be reviewed every 2 years by the post holder responsible for policies and will be communicated with staff. A hard copy of this policy is available in the Policies folder.

***Implementation/Ratification and Review***

This policy will be reviewed by the Board of Management periodically.

This policy was adopted by the Board of Management in January 2025.

Signed:   
Chairperson of Board of Management

Signed: *Eddie Pepper*  
Principal

Date: 14/1/25

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Next Review Date: January 2027