

Mad Hatters

Respect for Others

This policy applies to employees and parents of Mad Hatters. It may also apply to behaviour arising from contact with parties external to the Nursery, for example, independent contractors.

The purpose of this policy is to communicate the Nursery's commitment to ensuring the dignity of and respect for all individuals and to provide appropriate procedures in the event that these are infringed.

This is consistent with the Nursery's separate policy on 'Equal Opportunities and Inclusion', which sets out our approach to recognising individual differences and ensuring that bias and discrimination is eliminated from the way we operate.

Mad Hatters is committed to ensuring the dignity of and respect for all individuals. Harassment is a serious matter and is unacceptable in any form. We recognise that the detrimental effects of being harassed can be significant both for the individual (in terms of anxiety, loss of concentration, feelings of humiliation, ill-health, absence etc.) and for the wider environment (where harassment may become viewed as an acceptable standard of behaviour). The Nursery will ensure that appropriate procedures are in place to assist those who feel that they have been subject to harassment.

Responsibilities

It is the responsibility of:

- ✓ all employees to ensure the practical application of this policy as it relates to the treatment of others so that the environment in which we operate is free from harassment and bullying. This includes offering support to a known recipient of harassment and not indirectly supporting the perpetrator by ignoring the situation.
- ✓ all line managers to ensure that this policy is applied and monitored effectively and for them to lead by example.
- ✓ all employees, particularly managers, to treat complaints of harassment seriously and to be sensitive to personal feelings and perceptions. Where cases of harassment are proven, managers are responsible for taking appropriate action under the relevant disciplinary procedure.

Examples of behaviour which constitute harassment include:

- ✓ unwanted physical contact ranging from touching to serious assault;
- ✓ unwanted verbal and written contact such as public humiliation, personal insults, jokes, offensive language, inappropriate banter, suggestive remarks, innuendoes or lewd comments;
- ✓ unwanted visual display of posters, pictures, objects, graffiti etc. including inappropriate use of IT such as offensive E-mail messages, faxes or screen savers;
- ✓ unwanted coercion including, for example, pressure to participate in political groups;
- ✓ unwelcome sexual advances or attention, propositions, suggestions or pressures for sexual activity at or outside of work where it has been made clear that this is unwelcome;

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- ✓ isolation, non-co-operation or exclusion from activities;
- ✓ victimisation by, for example, singling out an individual for particular treatment or criticism;
- ✓ intimidation by, for example, aggressive or threatening behaviour;
- ✓ abuse of workplace authority;
- ✓ insulting behaviour including non-verbal harassment such as staring or gestures;
- ✓ spreading malicious rumours;
- ✓ deliberately undermining a competent worker by overloading and constant criticism;
- ✓ any other action or incident which the individual or group of individuals believes constitutes harassment or bullying.

This is an indicative list and is not intended to be exhaustive.