

## **Dignity at Work**

Applicable to employees of the Central Academic Bodies and central activities of the University of London (the "central University") and University staff deployed to Health Education England.

### **1.1**

The Central Academic Bodies and central Activities of the University of London (the "central University") has a proud legacy of widening access to its services and facilities and a mission actively to promote diversity, social inclusion and respect for every individual in his or her dealings with staff, students, academic and business partners and the general public. The central University's Equality Policy sets out in more detail our approach to equality issues generally.

### **1.2**

It is the policy of the central University that every member of staff is treated with dignity and respect at work free from:

- Victimisation
- Bullying (physical and psychological)
- Harassment
- Disability discrimination
- Racial discrimination
- Sex discrimination
- Religious discrimination
- Sexual orientation discrimination
- Age discrimination

### **1.3**

Discriminatory behaviour may be perceived to be unacceptable even if there is no intention to cause offence. Unacceptable behaviour has the effect of establishing an intimidating, hostile, degrading, humiliating or offensive working environment and may include actions, jokes or inappropriate suggestions and can be verbal and non-verbal. This is not a complete list but simply a guide to the types of behaviour which may be involved. In general any unwanted and unwelcome behaviour which undermines an individual's dignity at work is unacceptable.

### **1.4**

In some circumstances matters may be resolved informally but at any time staff have the right to use the formal procedure where complaints will be handled under the central University's Grievance Procedure or Disciplinary Procedure. If this is the case and you believe that you or another person is subject to any form of discrimination please report the matter, which will be dealt with in the strictest confidence, to the most appropriate senior member of staff or student officer. On receipt of a complaint the Human Resources will investigate and if appropriate will invoke the central University's disciplinary procedure. It is the central University's policy to impose full sanctions against anyone found to be in breach of the central University's Equal Opportunities Policy which includes termination for gross misconduct.