

BULLYING AND HARASSMENT POLICY
WDA/63/08

Recommendation

That Members approve the Bullying and Harassment Policy attached as Appendix 1

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BULLYING AND HARASSMENT POLICY**WDA/63/08****Report of the Director****1. Purpose of the Report**

To consider and approve a Bullying and Harassment Policy for the Authority.

2. Background

- 2.1 As an equal opportunities employer, Merseyside Waste Disposal Authority supports a working environment for individuals in which dignity at work is paramount.
- 2.2 The Authority's Code of Conduct for Employees outlines the standards of conduct expected from employees and has been developed to use as a general guide and has links to other procedures that may regulate or guide the standards of conduct expected.
- 2.3 The Code of Conduct for Employees does not currently address the areas of bullying or harassment and the Authority does not have a Bullying and Harassment Policy at present.

3. Proposed Bullying and Harassment Policy

- 3.1 Employers are responsible for preventing bullying and harassing behaviour. It is in the Authority's interests to make it clear to everyone that such behaviour will not be tolerated - the costs to the business may include poor employee relations, low morale, inefficiency and potentially the loss of staff.
- 3.2 The draft Bullying and Harassment Policy is attached as Appendix 1.
- 3.3 Harassment is defined in general terms as unwanted conduct affecting the dignity of employees within the workplace, which may be related to age, sex, race disability, religion, sexual orientation, nationally or any personal characteristic of the individual and may be persistent or an isolated incident.

- 3.4 Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour which is unwarranted and unwelcome to an individual.
- 3.5 The Bullying and Harassment Policy is intended to ensure that allegations raised by employees are taken seriously and treated confidentially through a procedure that ensures that there will be no victimisation against an employee under this policy.
- 3.6 The policy allows steps to ensure any allegation/s which are made maliciously or in bad faith to be dealt with effectively.
- 3.7 The Bullying and Harassment Policy details the expectations from staff in complying with the policy which are:
- To be aware of the policy and comply with it
 - Set a positive example by treating others with respect
 - No to accept offensive or abusive behaviour
 - Not to make unacceptable personal comments
 - To support colleagues who may be subject to bullying/or harassment
- 3.6 The Policy details the responsibilities of both staff and managers in relation to complainants, alleged perpetrators and witnesses and offers clear guidance on achieving resolutions regarding bullying and harassment.

4. Risk Implications

Failure to introduce a Bullying and Harassment Policy that is applicable to all employees of the Authority could leave the Authority open to a claim of legal breach of employment duty.

5. HR Implications

The Authority promotes equal opportunities throughout the organisation and works to achieve a fair and equitable working environment for all employees. The Bullying and Harassment Policy supports a working environment in which dignity at work is paramount.

6. Financial Implications

There are no direct financial implications from the report

7. Conclusion

- 7.1 The Authority does not currently have a policy to deal specifically with bullying and harassment in the workplace.
- 7.2 The proposed Bullying and Harassment Policy will promote the respectful treatment of staff within the Authority and protects all employees from bullying and harassment within the workplace.

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The background documents to this report are open to inspection in accordance with Section 100D of The Local Government Act 1972: