

# Dignity and Respect at Work and Study Policy

December 2011

Policy control

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## **Dignity and Respect at work and study Policy**

The Glasgow School of Art is committed to promoting a positive culture for work and study in which all members of our community feel valued as people, treat each other with dignity and respect and have a shared understanding of the behaviours that contribute to maintaining this culture.

- **Dignity** – being worthy of esteem as a person
- **Respect** – treating each other thoughtfully and with consideration based on recognition and regard for everyone's worth as a person.

This policy applies to all staff, students and Governors of the Glasgow School of Art and to all other users of services and facilities provided by, and to, the Glasgow School of Art.

### **Guiding principles**

- The behaviour of every member of staff and every student contributes to the culture of the School.
- Freedom of thought and expression within a framework of mutual respect is a necessary pre condition for learning, teaching, research and organisational effectiveness.
- Difference and dialogue between people with varied perspectives is enriching and contributes to individual and organisational learning and development.
- Ideas and practices are open to discussion and challenge in a collegial, constructive and rigorous manner.

### **Responsibilities**

#### **All staff and students have a responsibility to:**

- Contribute to a positive learning and working environment by ensuring that we communicate, interact and conduct ourselves in a way that ensures others are treated with respect at all times.
- Be accountable to each other and to the School for our interactions and conduct with the individuals and groups with whom we have contact in the course of our work or studies.
- Initially, address and resolve matters ourselves in a simple, straightforward and constructive way. Issues which cannot be addressed in this way should be raised with a Respect at Work and Study Advocate or other relevant member of staff.

- participate positively in approaches to resolving issues.

**Managers of staff and/or students have a responsibility to:**

- Lead in promoting a culture of respect and dignity for all.
- Ensure that staff and students are listened to when raising concerns about behaviour and take timely, relevant action to address such concerns using the relevant procedures
- Attend training provided by the School which supports the aims and implementation of this policy

**The School will support this policy and its objectives by:**

- Training and supporting a network of Respect at Work and Study Advocates to provide advice to staff and students who wish to raise issues arising under this policy or pursue any issue using the School's complaints procedures.
- Providing training for all staff and specific training for managers of staff and / or students on their responsibilities under this policy, its legislative context and associated GSA procedures.
- Monitoring and reporting on issues that arise to inform future training and strategy

**Guidance and Support for individuals**

If as a student or member of staff you feel that you have been treated disrespectfully or that your dignity has been diminished by someone's behaviour in the School you should consult a Respect at Work and Study Advocate who will listen to your concerns, offer information about the support available and discuss with you the possible courses of action you may take.

If you wish to make a complaint the following procedures should be used:

If you are a student at GSA	The Student Complaints Procedure
If you are a member of staff at GSA	The Staff Grievance Procedure
If you are a member of the public	The Public Complaints Procedure