

## Dignity and Respect at Work and Study

(Subject to final approval)

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<b>Author</b>	Head of Student Support and Development Deputy Head of Human Resources
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<b>Benchmarking</b>	Glasgow Caledonian University University of Edinburgh University of Glasgow University of Surrey

## **DIGNITY AND RESPECT AT WORK AND STUDY POLICY**

### **INTRODUCTION**

The Glasgow School of Art (GSA) 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 respect and have a shared understanding of the behaviours that contribute to the generation and maintenance of a culture that is beneficial for us all.

- **Dignity** – worthy of value 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 and students of the GSA and to all other users of services and facilities provided by, and to, the GSA.

### **GUIDING PRINCIPLES**

- The behaviour of every member of staff and every student contributes to the culture of the GSA.
- Freedom of thought and expression within a framework of mutual respect is a necessary pre condition for learning, teaching 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 GSA for our interactions and conduct with the individuals and groups with whom we have contact in the course of our work or studies.
- Initially and wherever possible, address and resolve matters ourselves in a simple, straightforward and constructive way or raise persistent issues with the relevant staff and participate positively in approaches to resolving those 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 concerns are raised about behaviour and take timely, relevant action to address such concerns using the appropriate procedures.
- Attend the training made available by the GSA which supports the aims and implementation of this policy.

**GSA will support this policy and its objectives by:**

- Making training available 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 STUDENTS**

If as a **student** you feel that you have been treated disrespectfully or that your dignity has been diminished by someone's behaviour in the study environment you should make a complaint using the GSA complaints procedure:

<http://www.gsa.ac.uk/about-gsa/our-structure/academic-services/complaints/>.

Support for engagement with this procedure is available to you from the Student Welfare Service [welfare@gsa.ac.uk](mailto:welfare@gsa.ac.uk).

**GUIDANCE AND SUPPORT FOR STAFF**

If as a member of **staff** you feel that you have been treated disrespectfully or that your dignity has been diminished by someone (other than another member of staff) in the work environment you should make a complaint using the GSA complaints procedure:

<http://www.gsa.ac.uk/about-gsa/our-structure/academic-services/complaints/>

If your complaint is about the behaviour of another member of staff you should contact the Department of Human Resources for guidance on the process to follow.