

## Dignity and Respect at Leicester Third Party Procedure

For use in:	All Colleges/Schools/Departments/Divisions of the University
For use by:	This procedure applies to third parties, including project partners, clients, contractors, sub-contractors or visitors to the University.
Joint Owners	The University of Leicester
Dates of Trade Union Consultation:	Ongoing throughout development as part of Anti-Bullying Working Group
Launch date:	August 2019
Contact – Consultees:	Staff Health and Wellbeing Lead Head of Equality, Diversity and Inclusion Trade Unions – Unison, Unite and UCU Staff Students’ Union
Policy approved by Director of Human Resources and Academic Registrar	July 2019
Review Dates:	August 2020 or when legislation or process changes are made



**CONTENTS**

1 Dignity and Respect Statement .....	3
2 Scope of Procedure .....	3
3 What Can I do if I am Affected as a Visitor, Contractor or Sub-Contractor?	3
4 What Can I do if I am a Member of Staff Affected by the Actions of a Third Party? .....	4
5 Consequences .....	4
6 Links to Other Policies .....	4
7 Equality Impact Analysis .....	4



## **1. DIGNITY AND RESPECT STATEMENT**

- 1.1. The University is firmly committed to sustaining an inclusive learning and working environment characterised by respect and dignity, and free from harassment, bullying, abusive behaviour and discrimination (definitions and examples can be viewed [here](#)).
- 1.2. All members of the University community are expected to behave with respect and courtesy at all times, as these are the behaviours that demonstrate due regard for the feelings and rights of others, and in turn create an environment where dignity can be preserved and enhanced.
- 1.3. It is expected that each member of the University community will contribute to ensuring that the University of Leicester is a safe, welcoming and productive environment, where there is equality of opportunity and valuing of diversity, fostered in an environment of mutual respect and dignity.
- 1.4. Contractors and sub-contractors have a particular responsibility for upholding the reputation of their organisation whilst working at /visiting the University.
- 1.5. The University will attempt to resolve issues of unacceptable behaviour and will support individuals to address such behaviour where appropriate, however, breaches of the Dignity and Respect at Leicester Policy ('the Policy') may ultimately lead to removal from the University and termination of associated contracts.

## **2. SCOPE**

- 2.1. This procedural document aligns with the [Dignity and Respect at Leicester Policy](#) which applies to all members of the University community. This procedure applies to third parties, including, but not limited to, project partners, clients, contractors, sub-contractors or visitors to the University.

## **3. WHAT CAN I DO IF I AM AFFECTED AS A VISITOR, CONTRACTOR OF SUB-CONTRACTOR?**

- 3.1. If you are a visitor, contractor or sub-contractor and you feel that you are being subject to unacceptable behaviours, as outlined in the [Policy](#), by a member of the University community you should, in the first instance report this to the University Contact, via [dignityandrespect@leicester.ac.uk](mailto:dignityandrespect@leicester.ac.uk), who will respond to discuss with you the situation.
- 3.2. You should keep a record of events that have caused concern or distress and the effect they have had on you, to inform your discussion the University Contact.
- 3.3. The University Contact will discuss with you how you wish to take this forward. It may be appropriate to raise your concerns with the relevant departmental manager or to facilitate a conversation with the alleged perpetrator directly to resolve the situation at the most informal level.



#### **4. WHAT CAN I DO IF I AM A MEMBER OF STAFF OR STUDENT AFFECTED BY THE ACTIONS OF A THIRD PARTY?**

- 4.1. If you feel that you are being subject to unacceptable behaviours, as outlined in the [Policy](#), by a visitor, contractor or sub-contractor you should, in the first instance report this to the University Contact, via [dignityandrespect@leicester.ac.uk](mailto:dignityandrespect@leicester.ac.uk), who will respond to discuss with you the situation.
- 4.2. You should keep a record of events that have caused concern or distress and the effect they have had on you, to inform your discussion with the University Contact.
- 4.3. The University Contact will discuss with you how you wish to take this forward. It may be appropriate to raise your concerns with the relevant contract manager or to facilitate a conversation with the alleged perpetrator directly to resolve the situation at the most informal level.

#### **5. CONSEQUENCES**

- 5.1. Consequences of inappropriate behaviours being proven could ultimately result in:
  - Visitors being removed and potentially barred from University premises.
  - Individual contractors being removed from premises and their company's disciplinary procedures invoked.
  - Third party contract or Service Level Agreement terminated.

#### **6. LINKS TO OTHER POLICIES**

- [Contractors General Code of Safe Practice](#)

#### **7. EQUALITY IMPACT ANALYSIS**

This policy has been subject to equality analysis and will be monitored and reviewed on a regular basis.