



## Dignity and Respect at Leicester Policy

For use in:	All Colleges/Schools/Departments/Divisions of the University
For use by:	All staff, all students, visitors, contractors and subcontractors
Joint Owners	The University of Leicester
Dates of Trade Union Consultation:	Ongoing throughout development as part of Anti Bullying Working Group
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Contact – Consultees:	Staff Health and Wellbeing Lead Head of Equality, Diversity and Inclusion Student Support Services Students’ Union Trade Unions – Unison, Unite and UCU
Policy approved by Director of Human Resources and Academic Registrar	July 2019
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## 1. PURPOSE OF POLICY

1.1. The purpose of the Dignity and Respect Policy at Leicester ('the Policy') is to:

- Set out the University's legal obligations, ethical and moral responsibilities, duty of care and its commitment to an inclusive, respectful, positive and safe environment.
- Positively contribute to maintaining the University community's health, safety and wellbeing.
- Articulate the University's expectations regarding unacceptable interpersonal behaviours.

1.2. This policy has been informed by the relevant legislative framework, guidance and established best practice.

## 2. DIGNITY AND RESPECT POLICY STATEMENT

2.1. The University is firmly committed to sustaining an inclusive learning, working and research environment characterised by respect and dignity, and free from harassment, bullying, abuse and discrimination as detailed in the [Dignity and Respect at Leicester Definitions Document](#).

2.2. 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.

2.3. 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.

2.4. Staff and students, when in positions of authority, have a particular responsibility for leading by example and guiding others to do the same.

2.5. Unacceptable behaviours of staff or students or third parties may ultimately lead to dismissal, termination of studies or termination of contractual arrangements, respectively, from the University.

## 3. SCOPE OF POLICY

3.1. The Policy applies to all students, staff and third parties including project partners, clients, contractors, sub-contractors or visitors to the University and to interactions between these groups of individuals.

3.2. For staff, the Policy applies to all employed staff and those contracted to work at, or for, the University, wherever they are located. This includes those with honorary contracts or 'Visitor' status and Visiting Professors and Fellows.



- 3.3. The Policy applies to all registered students of the University, from initial registration through to completion of their programme of study.
- 3.4. The Policy also applies to staff and student conduct on and off the University's premises, whether these are local, national or international and during all University-related activities. For students this includes periods of off-campus study and work experience.
- 3.5. The Policy is applicable during normal university hours and out of hours, as all staff and students are ambassadors of the University and their behaviours should reflect the ethos and values of the institution.
- 3.6. The principles of the Policy should be followed by any visitors, contractors and subcontractors, and it is the responsibility of the person or department engaging with external individuals or agencies to make them aware of the expectations of this policy.

#### **4. DEFINITIONS AND BEHAVIOURS**

- 4.1. There are some behaviours that are unacceptable which have a clear legal definition and have the ability to be dealt with under the relevant legal framework.
- 4.2. Reported behaviours that are perceived by an individual to be unacceptable will be managed under the relevant procedures.
- 4.3. The [Dignity and Respect at Leicester Definitions Document](#) provides details and examples to inform your understanding of behaviours you may have experienced, that you have been accused of or that have been reported to you - and guide you in your next steps.

#### **5. ROLES AND RESPONSIBILITIES**

- 5.1. We all have a contribution to make in building and maintaining a culture of dignity and respect at the University.
- 5.2. The University Executive Board is responsible for:
  - Leading in creating, maintaining and demonstrating a positive, open culture in which the behaviours of respect, courtesy and valuing diversity are promoted and embedded.
  - Challenging inappropriate behavioural culture across all areas and levels of the University.
  - Supporting the mechanisms and resources in place for managing inappropriate behaviours.
- 5.3. Managers and academic leads are responsible for:
  - Setting and demonstrating appropriate standards that support positive behaviours.
  - Addressing incidents of unacceptable interpersonal behaviours of which they are aware.
  - Ensuring that students and staff are aware of the Policy and are signposted where necessary to help and advice available.
  - Responding sensitively and supportively to any student or member of staff who makes an allegation relating to unacceptable behaviour, providing clear advice on the procedure and timescales to be adopted by those making complaints and those against whom a complaint is made.



- Setting a good example to students and staff through their own behaviour, especially in relation to upholding the principles, obligations and standards as set out in the Policy.
- Taking timely and constructive action, in line with the Policy and relevant procedure, that is appropriate to the situation.

5.4. All students and members of staff are responsible for ensuring that their behaviour towards all members of the University and visitors is respectful and not offensive.

## **6. LINKED POLICIES, PROCEDURES, GUIDELINES AND LEGAL FRAMEWORK**

6.1. The policy should be read in conjunction with other University of Leicester policies, procedures and guidelines, as necessary. The list and associated legal framework can be viewed [here](#). This list is not exhaustive therefore if you have any queries please e-mail [dignityandrespect@le.ac.uk](mailto:dignityandrespect@le.ac.uk).

## **7. BREACH OF POLICY**

7.1. Where the behaviour(s) relate to interactions between members of the University community the formal process that may follow will be that of the alleged perpetrator(s).

7.2. Consequences for breaching this policy will be dependent on the individual set of circumstances and could ultimately result in disciplinary action, including dismissal for staff, termination of studies for students, removal from University premises for visitors and/or termination of contracts and subcontracts.

7.3. Reported perceived breaches of this policy will be managed under the relevant procedures. For Staff this is the [Dignity and Respect at Leicester Staff Procedure](#), for students this is via relevant Senate Regulations and associated student conduct and discipline policies. For any other third party this is via the [Dignity and Respect Third Party Procedure](#).

## **8. EQUALITY ANALYSIS**

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