



Dignity at work policy

Date policy approved: 5.5.26

Review date: 5.5.27

This policy was produced by adapting a template shared by Worknest HR and NCVO.

Contents

1	Introduction	3
2	Definition of bullying and harassment	3
3	Our commitment to dignity at BEING MORTAL	4
4	How to report concerns	4
5	Resolving complaints informally	4
6	Making a formal complaint	5
7	What happens next	6

1 Introduction

BEING MORTAL is a campaign which encourages us all to celebrate life and acknowledge, talk about and plan for death, dying and grieving.

Talking about and planning for these natural life processes helps to reduce fear, promotes wellbeing and gives us agency over our own story. It empowers us to engage, over time, in end-of-life decision-making which fully reflects what matters to us as individuals.

What is the purpose of this policy?

This *Dignity at work* policy demonstrates BEING MORTAL's commitment to dignity for all who work with us and for our project members. The policy defines bullying and harassment and gives details about how to report bullying and harassment and our response to such reports.

Who does this policy apply to?

This policy and associated procedures apply to everyone involved in BEING MORTAL, including volunteers, associates, consultants, project members, and members of the BEING MORTAL Advisory Group.

2 Definition of bullying and harassment

Bullying is behaviour, repeated over time, which is unwelcome, intimidating, degrading, offensive and/or malicious and unwarranted. It undermines the confidence and self-esteem of the recipient and often involves a power imbalance.

Harassment is unwanted behaviour that violates a person's dignity, and/or creates an intimidating, hostile, degrading, humiliating or offensive environment for that person. It can be a single incident or repeated incidences.

The use of the word 'harassment' throughout this policy includes sexual harassment.

Sexual harassment is a form of unlawful harassment (as defined above) which entails unwanted conduct of a sexual nature. A person of any gender can be a victim of sexual harassment, and it may be committed by a person of any gender. It's important to recognise that while someone may find certain conduct acceptable, someone else may find the same conduct totally unacceptable. All BEING MORTAL people must, therefore, treat their colleagues with respect and appropriate sensitivity.

Bullying doesn't include appropriate criticism of someone's behaviour or proper development activities. Constructive and fair feedback about behaviour or performance from a director is part of a normal development routine.

3 Our commitment to dignity at BEING MORTAL

BEING MORTAL is committed to being free from harassment and bullying. We strive to ensure that all who work with us and access our services are treated with dignity and respect.

This is regardless of:

- age
- being married or in a civil partnership
- being pregnant or on maternity leave
- disability
- gender reassignment
- race, including colour, nationality, or ethnic or national origin
- religion or belief
- sex
- sexual orientation.

We will not tolerate bullying or harassment at BEING MORTAL, regardless of whether the conduct happens once or repeatedly, and whether it's intended or not.

We will also not tolerate retaliation against, or victimisation of, anyone who reports harassment or bullying.

4 How to report concerns

If you witness something you believe is harassment or bullying

You should report the incident in confidence to your project leader. We will take anything you report seriously and treat it in the strictest confidence, as far as possible.

If you feel you're being bullied or harassed at BEING MORTAL

If informal methods of resolving the issue have failed (see below) please raise this with your project leader or a director. We'll then discuss with you how best to deal with the situation.

5 Resolving complaints informally – see Complaints’ policy

If you’re being bullied or harassed you may be able to resolve the situation informally. You can do this by explaining clearly to the alleged perpetrator(s) that their behaviour is unacceptable, contrary to our policy, and must stop.

Alternatively, you may wish to ask your project leader to share this message on your behalf, or to accompany you when you speak with the alleged perpetrator(s).

If this approach doesn’t work, you don’t want to resolve the situation in this way, or you’re being bullied by your own project leader, you should raise the issue with a director.

If you’re happy for them to, the project leader or director will then speak to the alleged perpetrator(s) on your behalf. During this conversation, they’ll explain that:

- someone has complained that their behaviour is having an adverse effect on a project facilitator or member
- this behaviour is contrary to our policy

If you prefer to stay anonymous, it may be possible for the project leader or a director to have this conversation with the alleged perpetrator(s) without revealing your name. They’ll also stress that the conversation is confidential.

If your complaint is resolved informally, the alleged perpetrator(s) won’t usually be subject to disciplinary procedures. But in exceptional circumstances (such as a serious allegation of sexual or racial harassment, or a repeat offence) we may decide to investigate further and take more formal action. We’ll speak to you before taking this step.

6 Making a formal complaint

If you are not able to resolve your complaint informally, you can make a formal complaint to a director.

First, we’ll investigate the complaint. You’ll need to provide:

- the name of the alleged perpetrator(s)
- the nature of the harassment or bullying
- the dates and times the harassment or bullying occurred
- the names of any witnesses
- any action taken by you to resolve the matter informally.

The alleged perpetrator(s) would need to be told your name and the details of your complaint so we can investigate the issue properly. Where you and the alleged perpetrator(s) are on the same project, we’ll consider whether it’s appropriate for this to continue while we investigate the matter. After the investigation, we’ll meet with you to consider the complaint and the findings of the investigation.

After the meeting, we'll write to you to share our decision. We'll also notify you of your right to appeal to another director if you're unhappy with the outcome. If you choose to appeal, you should put your appeal in writing, explaining the reasons why you're dissatisfied with our decision.

You should submit your appeal within five working days of receiving written confirmation of our decision. You'll then be invited to attend a meeting to consider your appeal. We'll write to you afterwards to confirm our final decision.

7 What happens next

BEING MORTAL's work arises from a belief in human dignity and respect for one another. We seek to promote harmonious working and learning for all.

We therefore treat any allegation of bullying and harassment seriously and investigate promptly and in a sensitive manner.

We take appropriate action if bullying or harassment are found to have occurred. We generally act to seek reconciliation between parties. However, where this is not possible, directors will decide on appropriate action on a case-by-case basis, reflecting BEING MORTAL's values, policies and practices.

