

# BWRDD GWEITHREDOL

22 HYDREF 2018

## CANLLAWIAU URDDAS A PHARCH YN Y GWEITHLE AR GYFER YSGOLION

**Yr argymhellion / penderfyniadau allweddol sydd eu hangen:**

I gefnogi mabwysiadu'r 'Canllawiau Urddas a Pharch yn y Gweithle ar Gyfer Ysgolion'.

**Y Rhesymau:**

Mae'r canllawiau'n diffinio ymddygiad annerbyniol ac yn nodi strategaethau y gall pawb eu defnyddio i oresgyn effeithiau gwanychol ymddygiad o'r fath. Y brif strategaeth, fodd bynnag, a hanfod y canllawiau, yw disgwyl a hyrwyddo ymddygiad derbyniol fel y ffordd orau o atal ymddygiad annerbyniol.

Angen ymgynghori â'r Pwyllgor Craffu perthnasol Amherthnasol

Angen i'r Bwrdd Gweithredol wneud penderfyniad OES

Angen i'r Cyngor wneud penderfyniad NAC OES

**YR AELOD O'R BWRDD GWEITHREDOL SY'N GYFRIFOL AM Y PORTFFOLIO:-**  
Y Cyngorydd Mair Stephens

Y Gyfarwyddiaeth

Enw Pennaeth y Gwasanaeth:

Paul Thomas

Awdur yr Adroddiad:

Julie Stuart

Swyddi:

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# EXECUTIVE BOARD

22<sup>ND</sup> OCTOBER 2018

## DIGNITY AND RESPECT IN THE WORKPLACE GUIDANCE FOR SCHOOLS

### 1. Background

Bullying, harassment and victimisation of any kind are not tolerated by Carmarthenshire County Council (the Authority). The School expects all employees to demonstrate the highest standards of behaviour in carrying out their duties and responsibilities. To achieve this standard it is essential that employees work in a supportive environment, which does not tolerate unacceptable behaviour, bullying, harassment or victimisation of any kind. The School is committed to creating a working environment in which everyone is treated fairly and with dignity and respect.

This guidance explains the School's view regarding the standards of behaviour that employees have a right to expect and are expected to show to others. It also illustrates how to identify and deal with unacceptable behaviour.

The aim of the guidance is to:

- Ensure dignity at work for all;
- Respect and value differences;
- Make full use of the talents of every member of the workforce;
- Prevent acts of discrimination, exclusion, unfair treatment and other negative or demeaning behaviours;
- Demonstrate our commitment to equal opportunities for all;
- Be open and constructive in our communications;
- Manage conflict;
- Be fair and just in our dealings; and
- Educate our workforce in the development of positive behaviours in line with the vision and values of the organisation.

The guidance defines unacceptable behaviour and identifies strategies that everyone can use to overcome the debilitating effects of such behaviour. The key strategy however, and the essence of the guidance, is to expect and promote acceptable behaviour as the best way to prevent unacceptable behaviour.

Detailed report attached: Dignity and Respect in the Workplace Guidance for Schools

## IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report:

Signed:



ASSISTANT CHIEF EXECUTIVE (PEOPLE MANAGEMENT & PERFORMANCE)

Policy, Crime & Disorder & Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
YES	YES	NO	NO	NO	YES	NO

### 1. Policy, Crime & Disorder

The recommendations support the Council's Strategic Aim 'Building a Better Council' and 'Making Better Use of Resources'

### 2. Legal

The policy has been produced in accordance with the relevant legislation, which includes the Employment Rights Act and the Equality Act 2010.

### 6. Staffing Implications

The HR Team will provide advice and guidance to schools on the application of the Dignity & Respect in the Workplace Guidance for Schools.

## CONSULTATIONS

I confirm that the appropriate consultations have taken place and the outcomes are as detailed below:

Signed:



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DIRECTOR OF EDUCATION & CHILDREN'S SERVICES

**1. Scrutiny Committee**

None

**2. Local Member(s)**

None

**3. Community / Town Council**

None

**4. Relevant Partners**

Head Teachers' Forum

**5. Staff Side Representatives and other Organisations**

Trade Unions - 22<sup>nd</sup> March 2018

**Section 100D Local Government Act, 1972 - Access to information**

**List of Background Papers used in the preparation of this report:**

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Dignity & Respect in the Workplace Guidance for Schools		