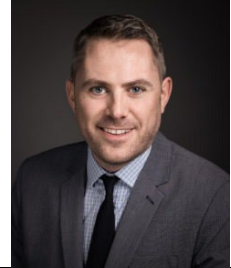


JAN'23 TOOLBOX TALK – ‘Dignity at Work’

Contributor: Joe O'Dwyer, Head of Health & Safety, Collen

“Fundamental to the concept of equality and respect for others in the workplace is that the work environment should be free from any activity that adversely affects the dignity and respect of people in the workplace.”

(Joe O'Dwyer, Head of Health & Safety, Collen)



Contributor's Shared Advice:

Introduction

The Company is committed to ensuring that the Collen work environment gives all employees the freedom to do their work without having to suffer sexual harassment, harassment, bullying and/or intimidation.

All employees should be aware that bullying, which affects the dignity of people at work and undermines people as human beings, is totally unacceptable.

Bullying, intimidation and harassment can be grounds for disciplinary action, up to and including dismissal for serious offences.



Dignity at work in practice

Collen's Dignity at work policy sets out what constitutes bullying and harassment, the responsibilities of all employees in relation to bullying and harassment and how complaints should be dealt with. It applies to the behaviour of all direct employees of the Company and those contracted by the Company.

Examples of bullying, harassment and intimidation

- Personal insults and name calling;
- Persistent criticism and sarcasm;
- Public or private humiliation;
- Shouting at staff in public and/or private;
- Instantaneous rage, often over 'trivial' matters; Sneering;
- Unfair delegation of duties and responsibilities;
- Racial harassment;
- Sexual harassment;
- Aggression;
- Continually refusing reasonable requests without good reason;
- Ignoring or isolating someone on purpose and excluding them from discussions;
- Intimidation and threats in general; and
- Undermining a person's authority in their job.

Effects on the individual

Bullying can have a physiological, psychological and behavioural impact on an individual's character. Its effects can also have a dramatic influence on an individual's overt behaviour and can change a happy, confident employee into a withdrawn, demotivated individual.

- **Physiological symptoms of bullying include:-** headaches; nausea/butterflies in the stomach; high blood pressure; loss of appetite; fatigue; shaking/sweating; and sleeplessness.
- **Psychological symptoms include:-** depression; mood swings; acute anxiety; panic attacks; crying; irritability;
- **Behavioural symptoms include:-** withdrawn personality; reliance on alcohol/tranquilizers/tobacco as stress relievers; irritated and distracted behaviour; tendency to be clumsy; forgetfulness; and lack of self-confidence and motivation

Management responsibilities

- Explaining the Company policy to employees and taking steps to positively promote it;
- Being responsive and supportive to any complaint of harassment;
- Providing full and clear advice on the procedure to be adopted and maintaining confidentiality in all cases;
- Being alert to, and correcting, unacceptable behaviour;
- Ensuring the employees know how to raise harassment problems; and
- When the allegations of complaint are verified, taking appropriate corrective action in accordance with the procedures in the Collen company policies.

Employees' responsibilities

All employees have an important role in creating an environment where bullying is unacceptable. This includes ensuring that their own behaviour does not cause problems. They should also make clear to others that they find bullying unacceptable and support colleagues suffering such treatment. Any individual or individuals involved in intimidation or bullying will be subject to the disciplinary procedures.

Action

Any employee who believes that he or she has suffered from any form of sexual harassment, harassment or bullying is entitled to raise the matter through the following procedure. There are two routes an employee can take. (1) Informal. (2) Formal. For more information or guidance please see advice from your manager or a suitable team member of the HR team.