

# Dignity and Respect at Work Policy

October 2024 v5



North  
Tyneside  
Council

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## **1. Introduction**

We understand that experiencing inappropriate behaviour can make working life really difficult and can take an emotional, physical, or mental toll on colleagues. We want to ensure that no colleague feels this way. Everyone deserves to work in an organisation where they are treated with respect, and their dignity is maintained. We are committed to creating a safe environment where everyone is listened to and encouraged to speak up. This aligns with our corporate values – We listen and We care.

We aim to create an inclusive culture, which champions equality and is free from discrimination, where you feel confident to be yourself. You can read more about Our Commitment in our [[Equality and Diversity Policy](#)].

At North Tyneside Council we will not tolerate discrimination, harassment and victimisation on any grounds, and will take action against it. This includes all forms of hatred including those targeting protected characteristics such as religious hatred, racism, sexism, ageism, disablism, religion, homophobia and transphobia.

We seek to gain a wide range of views and perspectives from our colleagues when reviewing this policy to ensure inclusivity.

## **2. What is the aim of the policy?**

The aim of this policy is to:

- ✓ Explain how we expect our colleagues to behave
- ✓ Advise what to do if we see or experience inappropriate behaviour
- ✓ Provide information and examples of types of unacceptable behaviour.
- ✓ Provide information on accessing impartial advice and support.
- ✓ Provide guidance on how concerns can be resolved informally, or using the formal procedure.
- ✓ Promote an open and transparent process with a desire to resolve issues quickly and appropriately for our colleagues.

### **3. Who does it apply to?**

This policy applies to;

- ✓ All our colleagues at NTC including employees, agency workers, contractors and volunteers.

The following groups are expected to abide by our Code of Values and Behaviours when interacting with our colleagues at North Tyneside Council.

- ✓ Contractors and agency workers
- ✓ Candidates participating in our recruitment process
- ✓ 3<sup>rd</sup> parties such as a customer, supplier or Council Partner.

### **4. Getting Advice**

If you feel that you're being bullied, harassed, or discriminated against, it can be difficult to decide how you want to deal with it. It can help to talk this through with someone. We would always suggest that you speak to your line manager initially to talk things through or with another manager if you don't feel comfortable raising it with your direct manager.

If you have witnessed bullying, harassment or discrimination we urge you not to ignore it. If you can, speak to the person to whom the negative behaviour is directed towards and ask them what support they need.

### **Resolving things informally**

Dealing with an issue informally means taking steps to resolve the concern without using a formal procedure.

It is always better to try to sort things out informally if possible. Talking to the individual gives you an opportunity to explain how you feel and may get things resolved. The other person may not realise the impact of their behaviour or that it is offending you. You can do this either face to face or in writing, making it clear it is informal.

### **Speaking to your Manager**

If you don't feel able to speak to the person directly, you may want to speak to a manager, or the People Team for support.

If your concern is about your line manager, you can raise the concern with another manager or the next level of management.

If it is appropriate, your manager may speak to the colleague to raise your concern, or explain, that their behaviour is causing concern inappropriate and discuss how the issue should be resolved and where changes should be made. Wherever possible your manager will aim to resolve things quickly and informally without the need to use a formal process. Dealing with things informally is often less stressful and quicker for everyone involved than a formal process.

Other examples of informal ways to resolve the issue may include;

- your manager meeting with you confidentially to understand more about the concern, its effect on you, and what you would like to happen to resolve it
- your manager assisting you in raising the issue with the person whose behaviour you are concerned about
- using an independent mediator, if appropriate, where everyone agrees
- facilitating conversations that include impartial colleague representatives where appropriate and everyone agrees
- learning, coaching, mentoring, or counselling for relevant staff either in-house or from independent impartial people
- offering support and advice to colleagues who are affected

We will take your preferences into account and try to agree an approach together wherever possible.

However, if the welfare or safety of you or others is at risk, or where the complaint is very serious and/or may result in disciplinary action, we may have to approach the individual and investigate under the formal procedure. Where possible we will discuss this with you first.

### **Raising your concern outside your Directorate**

We appreciate that experiencing inappropriate behaviour at work can affect your emotional, physical and mental well-being and that it is

important to deal with this kind of behaviour as soon as possible. It can, however, be difficult to raise this within your own department or Directorate.

If you feel unable to report an incident of bullying, harassment or victimisation informally to your manager and would like to log your concern outside of your current service area, you can raise the incident confidentially via the Dignity and Respect at Work reporting [form](#).

After submitting a report, you should expect that an [Inclusion Ally](#) will be in touch with you within 2 working days to have an initial conversation with you. They will offer you guidance on who may be best placed to advise you or offer suggestions on how to address the incident as well as offering some initial support in how to manage colleague relationships. They will not become involved in a formal process at this stage and no formal investigations will take place.

If the incident is deemed to be too serious to be dealt with informally and requires further investigation, the Inclusion Ally will discuss this with you during this process.

By raising an incident this way, the team can provide support to colleagues dealing with these issues whilst maintaining records of patterns or incidents across the Council. This can help provide targeted learning, guidance, and support to colleagues on behaviour at work, encouraging a more inclusive colleague experience.

### **Other sources of Support**

If you require additional support during this informal process, you can also contact your Union representative for guidance. Contact details can be found in Section 10 of this policy.

We also have a free, confidential colleague helpline – the number is 0808 196 2016, WhatsApp text 'Hi' to 07418 360 780, code to register is NTCCL or visit

<https://spectrumhealth.wistia.com/medias/5lzji5lhoc>

## **Making a formal complaint**

If you are not happy with the outcome of the informal process, or if you do not think it can be resolved informally, you may decide to raise it formally.

To do this you will need to raise a formal grievance. You will need to put your grievance in writing and send it to your manager – or if your complaint is about your manager, to their manager. Please refer to the [Grievance Procedure](#) for further information.

We will aim to investigate any grievance as quickly as possible and if we find evidence, will take appropriate action.

Please be aware that you cannot raise an informal concern via the incident report process under this policy if you have raised a complaint about the same issue already under the [Grievance Procedure](#).

## **Consequences of breaching this policy**

If, following an initial investigation, we find that a colleague has committed, authorised, or condoned an act of bullying or harassment, or has victimised another person as a result of an investigation, this would be regarded as a disciplinary issue. This will be investigated and managed in line with our [Disciplinary Procedure](#). Please refer to our [Disciplinary Procedure](#) for further information.

Anyone who complains or takes part in good faith in an investigation under this policy will not suffer any form of detrimental treatment or victimisation. If, following investigation, we find that you have victimised anyone in this way, we will instigate disciplinary action against you up to and including dismissal (or other appropriate action for non-employees) in line with our [Disciplinary Procedure](#).

Any complaints made regarding agency workers or consultants will be referred to their own employer and/or via any relevant contract management processes.

## **5. Key Definitions**

We all have a responsibility to create an environment where bullying, harassment and discrimination does not happen in our organisation and we challenge it or report it if we see it happening.

If you are concerned about behaviour towards you or someone else at work, it may help to think about the types of unacceptable behaviour that are outlined in this policy.

Behaviours can take place in person or online including e-mail, social media, workplace communication channels (e.g. Teams), or telephone.

### **Privilege and Intersectionality**

There are many attributes that can confer privileges like class, race, gender and sexuality. Privilege is not something personal that you have achieved but rather how the wider society has developed through time to create advantages for certain groups of people over others. Some of these structures have existed for so long that we no longer notice them.

An example of privilege may be where a man is given a promotional opportunity over a woman because they have concerns that a woman may want a career break to have a child.

By being aware of our own privileges and how they overlap with others we can overcome some of the barriers that have been created and work more inclusively. We can become more sensitive to the disadvantages, issues and concerns that other people may face and use our advantages to act as allies to them.

We recognise that protected characteristics can 'intersect' with one another and overlap rather than being attached to one [homogenous](#) group. When considering equality, we need to think that people may have more than one protected characteristic such as female LGBT+ colleagues or black disabled colleagues.



An incident of harassment, bullying, discrimination or victimisation may not be restricted to one characteristic.

### **What is harassment?**

Harassment is when bullying or unwanted behaviour is about any of the following 'protected characteristics' under discrimination law (Equality Act 2010):

- age
- disability
- gender reassignment
- race
- religion or belief
- sex
- sexual orientation

It would be classified as harassment under the Act if the behaviour:

- violated the person's dignity, whether it was intended or not
- creates an intimidating, hostile, degrading, humiliating or offensive environment for the person, whether it was intended or not

The law on harassment also applies to:

- a person being harassed because they are thought to have a certain protected characteristic when they do not, for example, the harasser believes the person is transgender even if they are not.
- a person being harassed because they are linked to someone with a certain protected characteristic, for example, because they have a family member of a particular religion.
- a person who witnesses harassment, if what they have seen has violated their dignity or created an intimidating, hostile, degrading, humiliating or offensive working environment for them.

Examples of harassment at work could include (but is not limited to);

- banter", jokes, mimicking, taunts or insults that are sexist, racist, ageist, transphobic, homophobic, or derogatory against any other protected characteristic under the Equality Act 2010

- unwanted physical behaviour, for example, touching, pushing or grabbing.
- excluding someone from a conversation or a social event or marginalising them from the group either in person or online (such as WhatsApp or Teams channels).
- derogatory comments about pregnancy, maternity leave or IVF treatment.
- mimicking or making fun of someone's disability.
- derogatory or offensive comments about religion such as antisemitism or islamophobia.
- unwelcome comments about someone's appearance or the way they dress that is related to a protected characteristic.
- "outing" (i.e. revealing their sexual orientation against their wishes), or threatening to "out", someone;
- making suggestions or assumptions about a colleague's sexual orientation or gender identity whether aware or perceived.
- consistently using the wrong names and pronouns following the transition of a person's gender identity.
- displaying images that are racially offensive.
- excluding or making derogatory comments about someone because of a perceived protected characteristic, or because they are associated with someone with a protected characteristic.

### **What is sexual harassment?**

Sexual harassment can happen to men, women and people of any gender identity or sexual orientation. It can be carried out by anyone of the same sex, a different sex or anyone of any gender identity.

Sexual harassment can be a one-off incident or an ongoing pattern of behaviour.

The law defines sexual harassment as:

- conduct of a sexual nature that has the purpose or effect of violating someone's dignity, or creating an intimidating, hostile, degrading, humiliating, or offensive environment; and

- less favourable treatment related to sex or gender reassignment that occurs because of a rejection of, or submission to, sexual conduct.

If someone's behaviour is unwanted and causes offence, even if it wasn't on purpose, it may be harassment. The unwanted behaviour doesn't have to be aimed at you for you to be offended by it. If it creates an intimidating or offensive environment for you or anyone else, then it could be harassment.

### **Examples of sexual harassment**

- physical conduct of a sexual nature, unwelcome physical contact, or intimidation.
- persistent suggestions to meet up socially after a person has made it clear that they do not welcome such suggestions.
- showing or sending offensive or pornographic material by any means (e.g., by text, video clip, email, or by posting on the internet or social media);
- unwelcome sexual advances, propositions, suggestive remarks, or gender-related insults.
- offensive comments about appearance or dress, innuendo, or lewd comments.
- leering, whistling, or making sexually suggestive gestures; and
- gossip and speculation about someone's sexual orientation or transgender status, including spreading malicious rumours.

For more information on sexual harassment and the Council's duty to prevent sexual harassment at work under the Equality Act 2010 and the Worker Protection Act 2023, please visit [here](#).

### **What is bullying?**

Bullying is behaviour that is unwanted, and is:

- offensive, intimidating, malicious or insulting
- an abuse or misuse of power that undermines, humiliates, or causes physical or emotional harm to someone

Bullying might:

- be a regular pattern of behaviour or a one-off incident

- happen face-to-face, on social media, in emails or calls
- happen at work or in other work-related situations
- not always be obvious or noticed by others

Examples of bullying at work could include (not exhaustive);

- physical, verbal, or psychological threats.
- spreading malicious rumours
- giving you an excessive workload or levels of supervision that differs to everyone else
- treating you less favourably to the rest of the team due to you having a specific characteristic,
- withholding information making it impossible for you to do your job.
- inappropriate and derogatory remarks about a person's performance
- directing personal insults to you
- publicly criticising you or the work you have produced.
- using intimidating language.

### **What is not bullying?**

Bullying is not;

- being held accountable for your performance or behaviour where there are no mitigating circumstances for a reduction in performance.
- your manager managing your performance using a formal or informal process in a professional, appropriate, and supportive way.
- constructive feedback
- difference of opinions

### **Upward bullying**

Upward bullying is when a colleague bullies a more senior colleague or manager. Examples of upward bullying may include (but are not limited to);

- showing continued disrespect
- refusing to complete reasonable tasks assigned to them
- spreading rumours

- doing things to make you seem unskilled or unable to do your job intentionally to cause issues within the team.

Sometimes bullying might be classed as harassment if it is related to certain 'protected characteristics' under discrimination law (Equality Act 2010).

Bullying that is not classed as harassment could still lead to other issues and will be taken seriously.

### **What is discrimination?**

Discrimination happens when someone is treated unfairly because of a protected characteristic.

The relevant protected characteristics are:

- age
- gender reassignment
- marriage or civil partnership
- pregnancy or maternity
- disability
- race (including skin colour, nationality, ethnic or national origin)
- religion or belief (including no religion)
- sex
- sexual orientation

It is against the law to treat someone unfairly because of any of these characteristics, except in very limited circumstances.

Examples of direct discrimination at work could be:

- Someone is not offered a promotion because they're a woman and the job goes to a less qualified man
- A colleague has surgery to change their sex. Some of their colleagues find out about the surgery and stop inviting them to social events.
- A manager assumes a colleague is Muslim because of their name and does not invite them to a team event at a pub - assuming they don't drink alcohol.

- A manager asks their LGBT+ colleague to conceal their sexual orientation or gender identity from the public where such instructions would not apply to heterosexual or cisgender colleagues.
- A colleague is treated less favourably within their team after their Partner decides to undergo gender reassignment surgery.

## **Victimisation**

Victimisation happens when someone is treated unfairly because they have, or plan to, or they are thought to have;

- brought an employment tribunal claim alleging discrimination
- made or supported a complaint to do with a 'protected characteristic'
- given evidence or information in relation to someone else's claim about discrimination

## **Hate Incidents**

A hate incident is behaviour which is perceived by the victim, or anybody else, to be motivated by hostility or prejudice towards someone's:

- race
- religion
- sexual orientation
- transgender identity
- disability

The law currently only recognises a hate incident under these five protected characteristics.

This behaviour can include verbal abuse, intimidation, threats, harassment, assault and damage to property, jokes or 'banter', malicious phone calls or text messages and bullying.

If you believe that you have been the victim of a hate incident we encourage you to report this to your manager and report it under the guidelines of this policy [here](#) as soon as possible. If the incident is directly linked to your

manager you can raise it with a Senior Manager or a member of the People team.

Please also see Section 8 of this policy on what we will do when a concern raised could be a criminal offence.

## **6. Other things to consider**

You are responsible for your own behaviour at work as well as any time you are representing NTC outside the workplace. This includes any work-related event, even those taking place outside of normal working hours.

- **Work events**

If you experience unwanted or offensive behaviour outside the workplace that is work-related, for example a social event, we advise you to report this to your manager. Your manager will work with you to agree on how to take your concern forward in the best way. If the issue concerns your manager, please log your concern confidentially via the Dignity and Respect at Work reporting [form](#).

- **3<sup>rd</sup> Parties – External partners**

Sexual harassment, harassment and victimisation are unlawful. Third party harassment can result in legal liability and will not be tolerated.

If you are concerned about the behaviour of one of our external partners' employees, we encourage you to report this to your line manager without delay so that they can advise on the best course of action. Incidents should be reported using [here](#).

- **3<sup>rd</sup> Parties – Customers and residents**

We acknowledge that third party harassment towards a colleague can affect their mental and physical health.

Some examples of third parties may include;

- Customers in a North Tyneside Council café
- Clients in a meeting visiting for professional purposes
- Patients in a hospital
- Parents or guardians of a child at a school
- Independent contractors or agency workers
- A resident receiving a visit in their home from a colleague
- A member of the public visiting a North Tyneside Council park

Third party harassment is when colleagues feel intimidated or offended by someone from outside their workplace. This harassment is often associated with threatening or bullying behaviour such as verbal or physical threats of violence.

We don't expect customers or colleagues employed by our partners or any other organisation to treat you in a way that is intimidating or offensive. We will aim to take reasonable steps to prevent incidents like this from occurring for example;

- displaying customer notices detailing appropriate behaviour
- lone working risk assessments
- providing training to front line colleagues in how to deal with incidents
- providing safety alarm or escalation equipment

We have a duty of care to our colleagues both legally (relating to protected characteristics) and morally (relating to other forms of bullying or harassment) regarding unacceptable behaviour from third parties in the workplace. This behaviour will not be tolerated. If you have concerns about the behaviour of customers or residents towards colleagues, this should be reported to your manager and reported [here](#) so that the incident can be documented and action may be taken.

We will offer our colleagues support if anyone experiences third party harassment. For example, your line manager could put in place a Wellness Action Plan. This plan would be put together with you, in order to best support you with your work and working environment. If you have had a period of sickness absence, which may include a phased return to work,



this plan would also be designed with the goal of rebuilding your confidence in returning to the workplace.

We will also take steps to remedy a complaint or prevent it from happening again. For example, warning a customer about their behaviour, banning or restricting access to services for the customer (where appropriate), reporting any criminal acts or sharing information with other council services. You can view further information about our Restricting Access Policy [here](#).

As a matter of course, anonymous surveys will be completed periodically to assess how safe our colleagues feel coming into work and to identify any issues or concerns. This will enable us to put measures in place to resolve concerns. Colleague support in contributing to these surveys is appreciated.

For cases of racial, violent, or sexual harassment, you may wish to report the incident as a Hate Incident (see Hate Incident section). We may also need to involve the police and will work with you to prepare for this.

- **Social Media**

If you put potentially offensive or inappropriate comments or images about or directed to our colleagues or customers on social media sites this will be investigated in line with our Disciplinary Procedure. The Social Media Policy can be found [here](#).

- **Our internal communications channels**

If you send or offensive or inappropriate comments or images directed at our colleagues on our internal communication tools such as email, Learning Pool or the intranet this will be investigated in line with our Disciplinary Procedure.

- **False allegations**

If we find that a colleague has bullied, harassed, or discriminated against someone, made false allegations in bad faith as part of any process, or

treated a colleague inappropriately because they have raised a legitimate concern, this will be investigated and managed in line with our Disciplinary Procedure.

- **Confidentiality**

We will treat all complaints brought under this policy confidentially. If you raise a concern, details will only be discussed between you, the person you have raised the complaint about, an appropriate manager and a colleague from the People Team, wherever appropriate.

Anyone involved with an informal or formal complaint under this policy, including witnesses, is required to keep the matter strictly confidential and act with appropriate sensitivity to all parties.

## **7. What is our role in this?**

### **As colleagues**

Whatever our day job is, we are all responsible for:

- treating our colleagues and others with respect and dignity, behaving in an acceptable and appropriate manner.
- creating a safe environment for colleagues to support each other and challenge and discouraging bullying, harassment, or victimisation in an appropriate way, reporting concerns if necessary.
- supporting colleagues who have experienced unacceptable behaviour.
- undertaking relevant training.
- demonstrating the Authority's values.

### **Senior Leaders and Managers**

All Senior Leaders and Managers are responsible for:

- leading by example, promoting a culture of inclusion and equity, and preventing unacceptable behaviour in your team or Directorate/Service Area.
- continuously supporting individuals who have experienced unacceptable behaviour sensitively.
- taking appropriate action regarding team members who behave in an unacceptable way in a timely manner.
- ensuring team members undertake appropriate training and awareness-raising on issues that may be raised under this policy.
- responding to reports sensitively and maintaining confidentiality.
- dealing pro-actively with behaviour which may cause offence, rather than waiting for complaints to be made.
- reporting any formal allegations of bullying, harassment, or victimisation outcomes to the People Team.
- providing ongoing support and assistance after the event e.g. regular catch ups, completing wellness action plans, signposting to mediation, mentoring and the Employee Assistance Programme (EAP).
- understanding when to seek support for serious incidents where mediation is not appropriate.

## **Inclusion Allies**

Inclusion Allies will support this policy by;

- regularly reviewing the reporting processes to ensure we promote a safe environment for all colleagues where they feel valued.
- listening to concerns raised by colleagues through the informal process outlined in this policy in a timely manner.
- offering to speak with a manager or Senior Leader to resolve the issue (anonymously if required).
- providing signposting to internal support groups.
- providing signposting to external support groups.
- escalating, where appropriate to the People team on serious issues such as safeguarding or hate incidents.
- feedback to ED&I team (anonymously if required) regarding issues raised in order to implement new initiatives.

## **People Team**

The People Team will support this policy by:

- reviewing the policy in line with our commitment to equal opportunities.
- providing advice and guidance on the application of the policy.
- reviewing, designing and implementing training for colleagues and managers on appropriate behaviour at work and the Councils values.
- helping to source mediation where appropriate.
- monitoring trends of complaints of bullying and harassment through
  - Employee Assistance Programme (EAP) feedback;
  - Incidents raised via this Policy
  - Exit interview feedback
- signposting colleagues to relevant sources of support and advice.
- being part of the investigation team for any formal investigation.
- identifying and supporting learning and development at individual, team, and organisation levels.
- keeping confidential written records of investigations and hearings along with details of actions taken.
- providing ongoing advice and guidance.

## **8. Criminal Offences**

Where you have made an allegation/report under this policy and it may be a criminal offence, we can provide support if a report is required to be made to the Police if you wish to do this.

For example, this may be where a report has been made of:

- physical assault
- sexual assault
- a potential hate crime, for example, racist or homophobic abuse
- threats of violence

We will always talk to you about whether you want to make a report to the police; there will be no pressure to make a particular decision.

In some limited circumstances, where there is reason to believe there is an ongoing risk to safety or an increased risk to safety due to a person being

vulnerable, it may be necessary for us to inform the Police to fulfil our duty of care.

We will take appropriate advice in this situation as needed.

If a report has already been made to the Police, we will follow advice from the Police in relation to whether the internal investigation or formal process pauses or continues.

## **9. Internal support and guidance**

We understand that being involved with a complaint of unacceptable behaviour such as bullying, or harassment may lead to you feeling anxious or upset and we will do what we can to support you.

If you feel you cannot continue to work in close contact with the person, and you want to make changes to your working arrangements during our investigation, we will consider your request.

Regardless of the outcome of your complaint, we will think carefully about how to best approach any ongoing working relationships. For example, depending on circumstances, we may consider amending job duties, location, or reporting lines until the concerns have been resolved.

Anyone who complains or takes part in good faith in an investigation under this policy must not suffer any form of detrimental treatment or victimisation. This also includes the accused under investigation. If any individual feels that they have suffered such victimisation, please inform your line manager or the People Team as soon as possible.

We also appreciate it is helpful to get confidential emotional support from someone impartial and from outside any formal process. Options for this could include;

- Access to our Employee Assistance Programme (EAP) – a free service available to all colleagues across the council. Available 24/7, it offers confidential counselling and other professional support to colleagues with any personal or social problems, at home or in the workplace. The helpline number is 0808 196 2016, WhatsApp text 'Hi' to 07418 360 780, code to register is NTCCL or visit

<https://spectrumhealth.wistia.com/medias/5lzji5lhoc>

Trained counsellors can offer support and information on a range of issues including bullying and harassment, career / job stress, legal issues, relationships, trauma and work-life balance.

- Mental Health First Aiders (MHFA) who can offer support through non-judgmental listening and signposting. A list of internal colleagues who are trained as MHFAs is available [here](#)
- Referral via your manager or another appropriate manager to the Occupational Health service for further advice, where appropriate.
- Mental Health and Wellbeing Guidance for colleagues and managers accessible on the Intranet and [Learning Pool](#).
- Five Staff Networks have been set up at the Council – DisLoc (Disability, Long Term Health Conditions and Carers), Diversity of Thought, Ethnic Diversity, Gender Equity and Pride who can offer support within a confidential setting. These groups also take an active part in the consultation process when reviewing policies and procedures that have a direct effect on protected characteristics.
- JNCC Union representatives – UNISON, Unite, GMB

#### **GMB**

**Tel:** 0191 2333930 / 0191 6437648

**Website:** <https://www.gmb.org.uk/>

#### **UNISON**

**Tel:** 0191 6438953

**Website:** <https://unisonnorthtyneside.org.uk/>

[Unison@northtyneside.gov.uk](mailto:Unison@northtyneside.gov.uk)

#### **UNITE**

**Tel:** 0191 300 2107

**Website:** <http://www.unitetheunion.org/>

## 10. External information and guidance:

The following external organisations provide helpful advice and guidance on current legislation and best practice.

- Equality and Human Rights Commission – <https://www.equalityhumanrights.com/en>
- Stonewall – Information and support for LGBT communities and their allies – <https://www.stonewall.org.uk/help-advice>
- Health and Safety Executive – <https://www.hse.gov.uk/stress/>
- National Bullying Helpline – 0300 323 0169  
<https://www.nationalbullyinghelpline.co.uk/about.html>
- Advisory, Conciliation and Advice Service – ACAS
  - <https://www.acas.org.uk/if-youre-treated-unfairly-at-work>
- Equality Advisory Support Service  
<https://www.equalityadvisoryservice.com/>
- Equality Act 2010

## 11. Monitoring and Review

We analyse data around allegations of bullying or harassment (in compliance with our data protection obligations) on an ongoing basis to assess the impact of this policy and our wider equality, diversity, and inclusion strategy.

We monitor the diversity of our organisation against the nine protected characteristics by inviting our colleagues to provide us with their diversity data, the details of which remain strictly confidential. The data is used on a statistical level in order to identify trends, develop deeper insight into the

impact of our practices and make positive changes to the way we work to ensure inclusivity is at the centre of our agenda.

## **12. Linked Documents**

- ✓ [Our Code of Values and Behaviours](#)
- ✓ [Guidance on Conduct Standards](#)
- ✓ [Staff Equality and Diversity Handbook](#)
- ✓ [Social Media Policy](#)
- ✓ [Unacceptable behaviour towards officers \(3<sup>rd</sup> party harassment\)](#)
- ✓ [Health and Safety Reporting Tool \(Reporting an incident of 3<sup>rd</sup> party harassment\)](#)
- ✓ [Unacceptable Behaviour Procedure \(3<sup>rd</sup> Party\)](#)
- ✓ [Workplace Support Profile](#)
- ✓ [Workplace Support Profile Guidance](#)
- ✓ [Reasonable Adjustments Guidance](#)
- ✓ [Mental Health and Wellbeing Guidance](#)
- ✓ [Whistleblowing Procedure](#)
- ✓ [Preventing Sexual Harassment at Work](#)
- ✓ [Disciplinary Procedure](#)
- ✓ [Grievance Procedure](#)
- ✓ <https://intra.northtyneside.gov.uk/news/6788/show-your-support-end-violence-against-women>
- ✓ [LGBT+ Guidance](#)
- ✓ [Disability Support & Information](#)
- ✓ [Race Equality Awareness Guidance](#)
- ✓ [Gender Equity Guidance](#)
- ✓ [Neurodiversity Guidance](#)
- ✓ [Carers Guidance](#)

**This document does not form part of a colleague's terms and conditions of employment and can therefore be reviewed, amended and withdrawn at the discretion of the Council.**

**This policy applies to all North Tyneside Council colleagues.**