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Charity Registration No. 1056649

## DIGNITY AT WORK POLICY

### PURPOSE OF POLICY:

TO OUTLINE THE PRINCIPLES OF BEHAVIOUR EXPECTED TO BE ADHERED TO BY ALL STAFF

### SCOPE OF POLICY:

TO PROVIDE A STATEMENT OF GUIDANCE REGARDING PERSONAL BEHAVIOUR OF KFR STAFF. TO BE USED IN CONJUNCTION WITH THE GRIEVANCE POLICY

### POLICY DETAILS:

#### *Respect*

We believe in working with and helping each other at work on the basis of positive co-operation and mutual respect, valuing the different approaches offered by our diversity. This is where teamwork, trust and respect become key values in real life rather than just aspirations.

#### *People being treated as Individuals*

We believe that people should be encouraged to contribute effectively at work and be given the means to do this. Treating people individually means responding to their particular needs and wishes rather than enforcing some conformity with common but inappropriate standards.

We support people as individuals with individual differences and recognise their skills and hopes as well as their fears and self-limits; when working with them, we do not assume that they can change overnight and will help them to move forward through an appropriate combination of support and challenge.

#### *Confidentiality*

We believe that to promote a supportive and cooperative working environment, people should be able to speak freely. We appreciate that sometimes people may not wish to make their opinions, thoughts or other specific circumstances known to others. All information will be kept in accordance with our Data Protection Policy. We also ask that anyone who wishes to provide feedback about any other person's performance or conduct does so in a sensitive and respectful manner.

### *Well-being*

We believe that organisations must take all practicable steps to protect the physical, emotional and mental health and safety of employees, including the positive avoidance of unreasonable or unnecessarily stressful work demands whether in terms of hours worked or workload. This will mean a willingness to care for others and their well-being rather than merely ensuring that safety standards are maintained. Fear and stress are inappropriate features of any environment and have become too much accepted as an inevitable aspect of working life.

### *The Community in which we live*

We believe that organisations must play an active part in ensuring the well-being of the communities in which they exist and must contribute to, and also initiate, activities that seek to sustain and improve the community in environmental, social and economic terms.

KFR and its staff must espouse these values together and apply the same standards to all those who come into contact with the organisation – as suppliers, customers or passers-by.

We aim to apply these beliefs openly and positively in the ways in which we work with clients, prospective and actual, and with our own associates and colleagues. We positively ensure equality of treatment in the ways with which we relate to and deal with clients, employees of clients and our own associates. Any contrary behaviour by anyone acting on its behalf is unacceptable.

We are committed to working with other organisations in promoting fairness and consistency in the application of equal opportunities and anti-discrimination measures, and will not engage at any time in any work that is of itself discriminatory. This applies to those areas of discrimination that are already unlawful and also to other subjective discrimination on grounds of age, sexual orientation, marital status or religion.

### *Non-Adherence to the policy:*

Any persons found not adhering to the guidelines of this policy will be subject to a review under the Grievance policy. Please refer to this policy should you want to know more about how the issue would be addressed.