



Valuing Diversity and Dignity at Work Policy

Chambers Southern Ltd is committed to valuing diversity and seeks to provide all staff with the opportunity for employment, career and personal development on the basis of ability, qualifications and suitability for the work as well as their potential to be developed into the job.

We believe that people from different backgrounds can bring fresh ideas, thinking and approaches which make the way work is undertaken more effective and efficient.

The Company will not tolerate direct or indirect discrimination against any person on grounds of race, religion, age, sex, marital status, disability, sexual orientation and the like whether in the field of recruitment, terms and conditions of employment, career progression, training, transfer or dismissal.

It is also the responsibility of all staff in their daily actions, decisions and behaviour to endeavour to promote these concepts, to comply with all relevant legislation and to ensure that they do not discriminate against colleagues, customers, suppliers or any other person associated with the Company.

Key Actions

In adopting these principles Chambers Southern Ltd:

- Will not tolerate acts that breach this policy and all such breaches or alleged breaches will be taken seriously, be fully investigated and may be subject to disciplinary action where appropriate.
- Fully recognises its legal obligations under all relevant legislation and codes of practice.
- Will allow staff to pursue any matter through the internal procedures which they believe has exposed them to inequitable treatment within the scope of this policy. If you need to access these procedures they can be obtained from your line manager e.g. Grievance Procedure, Dignity at Work Procedure etc.
- Will ensure that all managers understand and maintain their responsibilities and those of their team under this policy.
- Will offer opportunities for flexible working patterns, wherever operationally feasible, to help employees to combine a career with their domestic responsibilities.
- Will provide equal opportunity to all who apply for vacancies through open competition.



- Will select candidates only on the basis of their ability to carry out the job, using a clear and open process.
- Will provide all employees with the training and development that they need to carry out their job effectively.
- Will provide all reasonable assistance to employees who are or who become disabled, making reasonable adjustments wherever possible to provide continued employment. We will ensure an appropriate risk assessment is carried out and that appropriate specialist advice is obtained when necessary.
- Will distribute and publicise this policy statement internally.

1.1 Dignity at Work

1.1.1 Statement

Chambers Southern Ltd believes that the working environment should at all times be supportive of the dignity and respect of individuals. If a complaint of harassment is brought to the attention of management, it will be investigated promptly and appropriate action will be taken.

1.1.2 What and How of Harassment

Harassment can be defined as conduct, which is unwanted and offensive and affects the dignity of an individual or group of individuals.

Sexual harassment is defined as “unwanted conduct of a sexual nature, or other conduct based on sex, affecting the dignity of women and men at work”. This can include unwelcome physical, verbal or non-verbal conduct.

People can be subject to harassment on a wide variety of grounds including:

- Race, ethnic origin, nationality or skin colour
- Sex or sexual orientation
- Religious or political convictions
- Willingness to challenge harassment, leading to victimisation
- Disabilities, sensory impairments or learning difficulties
- Status as ex-offenders
- Age
- Real or suspected infection with a blood borne virus (eg AIDS/HIV)
- Membership of a trade union or activities associated with membership

Forms may include:

- Physical contact ranging from touching to serious assault



- verbal and written harassment through jokes, offensive language, gossip and slander, sectarian songs, letters and so on
- visual display of posters, graffiti, obscene gestures, flags and emblems
- isolation or non-cooperation at work, exclusion from social activities
- coercion ranging from pressure for sexual favours to pressure to participate in political/religious groups
- intrusion by pestering, spying, following someone
- bullying

1.1.3 What should I do if subject to Harassment?

If you feel you are being harassed you are strongly encouraged to seek early advice/support from your line manager. If you feel your line manager is harassing you, then you should contact his / her immediate line manager.

You should also keep a written record detailing the incidents of harassment and any requests made to the harasser to stop. This written record should be made as soon as possible after the events giving rise to concern and should include dates, times, places and the circumstances of what happened.

1.2 Bullying in the Workplace

Bullying in the workplace can be that is “offensive, intimidating, malicious or insulting behavior, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. “

Another may consider behavior that is considered bullying by one-person firm management. It can be the grey areas that cause the problems.

Examples of unacceptable behavior:

- Spreading malicious rumours, or insulting someone (particularly on the grounds of age, race, sex, disability, sexual orientation and religion or belief)
- Passing on personal information about individuals to other persons who do not need to know.
- Ridiculing or demeaning someone- picking on them or setting them up to fail.
- Exclusion or victimisation
- Unfair treatment.
- Overbearing supervision or other misuse of power or position.
- Unwelcome sexual advances- touching, standing too close, display of

offensive materials, asking for sexual favours, making decisions on the basis of sexual advances being accepted or rejected.

- Threats about job security with no foundation.
- Undermining a competent worker by overloading and constant criticism.
- Preventing individuals from progressing by intentionally blocking promotion or training opportunities.

1.2.1 What should you do if subject to Bullying?

If you feel you are being bullied you are strongly encouraged to seek early advice/support from your line manager. If you feel your line manager is bullying you, then you should contact his / her immediate line manager.

You should also keep a written record detailing any incidents of bullying you think are happening, and any requests for the bullying to stop. This written record should be made as soon as possible after the events giving rise to concern and should include dates, times, places and the circumstances of what happened.

To report bullies to your line manager is important, in no circumstance must you feel that you cannot do that there is always an option, it does not make you weak or 'not up for the job'.

Chambers Southern Ltd

30th May 2022