Model Workplace Policy

# Joint Declaration of Protection for Dignity at Work and Inclusive Working Environment

The Management of **[The Company]**

and **[The Trade Union(s) representing the employees]**

1. Declare that we shall work together to ensure that our workplaces are harmonious and inclusive, where individual differences are valued and respected in line with the commitments provided for in existing policies and procedures, e.g. equal opportunities, harassment and discipline.
2. Will promote equality of opportunity and fair participation in employment for all persons and ensure that every employee has the right to work free from intimidation or harassment on the grounds of religious belief, political opinion, racial group, age, marital status, sexual orientation, sex, disability and persons with or without dependants.
3. Declare and fully accept that discrimination or victimisation in employment is unlawful and unacceptable. We are committed to ensuring that any discrimination or victimisation carried out by employees will be vigorously opposed and addressed by both the employer and the trade unions.
4. (Work proactively to ensure a good and harmonious workplace in which all persons are treated with dignity and respect.) Prohibit the display of flags, emblems, posters, graffiti or the circulation of any material or deliberate articulation of slogans or songs which are likely to give offence or cause apprehension to a particular group of employees.
5. Condemn intimidation or harassment by word or actions, and commit ourselves to take all reasonable steps to secure the protection of employees from intimidation or harassment in the workplace.
6. Oppose any attempt to prevent the employment, continued employment or career development of any person in contravention of the legislation in Northern Ireland which prohibits discrimination on the grounds of religion, political opinion, race, ethnicity, gender, disability, age or sexual orientation.
7. Recognise(s) that employees who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through the agreed procedures. We are committed to introducing, maintaining and, as appropriate, revising agreed procedures. All complaints of discrimination will be dealt with seriously, promptly and confidentially. Every effort will be made to ensure that employees who make complaints will not be victimised. Any complaint of victimisation will be dealt with seriously, promptly and confidentially.
8. Regard all breaches of this policy as misconduct, which could lead to disciplinary proceedings.

**Action**

The company will:

1. issue this policy to each member of staff, job applicants and other relevant parties (such as contract workers);
2. ensure that this policy is prominently displayed in the workplace;
3. commit to implementing, in co-operation with the trade union(s), relevant training and educational initiatives designed to promote a harmonious and inclusive working environment and will highlight the importance of ensuring that unlawful discrimination has no place in the workplace;
4. incorporate specific and appropriate duties in respect of implementing this policy into job descriptions and work objectives of all staff;
5. ensure that those who are involved in assessing candidates for recruitment or promotion will be trained in non-discriminatory selection techniques;
6. incorporate notices promoting a harmonious and inclusive working environment into general communications practices (e.g. staff newsletters, intranet);
7. obtain commitments from other persons or organisations such as subcontractors or agencies that they too will comply with this policy in their dealings with our organisation and our workforce;
8. ensure that adequate resources are made available to fulfil the objectives of the policy:

The trade union(s) will:

1. issue this policy to each member in the company’s workplaces;
2. commit to implementing, in co-operation with the company, relevant training and educational initiatives designed to promote a harmonious and inclusive working environment and will highlight the importance of ensuring that unlawful discrimination has no place in the workplace;
3. incorporate specific and appropriate duties in respect of implementing this policy into the responsibilities of all trade union representatives in the company’s workplaces;
4. incorporate notices promoting a harmonious and inclusive working environment into general communications practices (e.g. newsletters, websites, intranet);
5. ensure that adequate resources are made available to fulfil the objectives of this policy:

**Review**

The company will keep the effectiveness of this policy under constant review and will consult with trade unions and employees on any changes which may be required in the future.

**Signed on behalf of:**

**The Company**

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**The Trade Union(s)**

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**Date** …………………………………………………..