

CAMBRIDGE MUSEUM OF TECHNOLOGY

The Old Pumping Station, Cheddars Lane, Cambridge, CB5 8LD

Charitable Incorporated Organisation Number 1156685

Respect and Dignity Policy

Legal Framework and Associated Documents:

This policy has been drawn up on the basis of law and guidance that seeks to protect children and vulnerable adults, namely:

- Data Protection Act 2018
- Human Rights Act 1998
- Safeguarding Vulnerable Groups Act 2006 (Amended 2012)
- CMoT Recruitment Policy 2018
- CMoT Volunteers Policy 2019

Policy Structure:

1. Introduction
 - 1.1. Purpose of policy
2. The Museum's Responsibilities
 - 2.1. Staff and volunteers' responsibilities
 - 2.2. Outcomes of action
3. Definitions
 - 3.1. Harassment
 - 3.2. Discrimination
 - 3.3. Bullying
4. Approval
5. Review Date
6. Document History
7. Appendices

1. Introduction

This policy relates to all staff. It has been written to support the development of a working environment in which harassment, discrimination and bullying are known to be unacceptable and where individuals have the confidence to complain, without fear of reprisals, in the knowledge that their concerns will be dealt with appropriately and fairly. This policy outlines the procedures to be followed by any member of staff or volunteer who feels they are being harassed, discriminated against or bullied in the course of their employment, be that by another member of staff, a volunteer, a visitor, contractor. For the purpose of this document, 'during the course of employment' includes activities, occasions or events that are connected to work and the workplace but may not necessarily take place in the workplace or during normal working hours.

1.1 Purpose of policy is to:

Protect staff and volunteers from harassment, discrimination and bullying during the course of their work for the Cambridge Museum of Technology, thereafter referred to as the Museum.

Provide staff and volunteers with the overarching principles that guide our approach to harassment, discrimination and bullying in the workplace.

2. The Museum's Responsibilities

- The Museum is a charitable incorporated organisation and the trustees are responsible for making sure that the Respect and Dignity policy and procedures, detailed below, are being implemented correctly.
- The museum's Curator is the designated person for staff concerns and the Community Engagement Officer is the designated person for volunteer concerns. In the absence of a Community Engagement Officer volunteers should express their concerns to the Curator.
- This policy will be supplied to all staff and volunteers.
- This policy will be reviewed every two years.
- This policy is implemented and supported by the procedures below.

2.1 It is the responsibility of every member of our Museum community to help us achieve an inclusive and supportive environment, and to promote good relations between groups by being tolerant and having respect for diversity.

All staff and volunteers have a personal responsibility to ensure their own conduct does not cause offence. Issues of harassment, discrimination or bullying should be raised in a timely manner in order that any investigation is carried out at the earliest opportunity.

2.2 Any allegation of harassment, discrimination or bullying will be treated very seriously and, if proven, may result in disciplinary action being taken against the perpetrator.

3. Definitions

3.1 Harassment

3.1.1 Harassment is unwanted conduct which adversely affects the dignity of individuals in the workplace. It may be persistent or a single isolated incident. The key is that the actions or comments are viewed as hostile or intimidating, demeaning and unacceptable to the recipient. Staff and volunteers can also complain of behaviour that they find offensive even if it is not directed at them, but at another member of staff.

3.1.2 Harassment may have either the purpose or effect of violating an individual's dignity or create an intimidating, hostile, degrading, humiliating or offensive environment for that individual.

3.2 Discrimination

Discrimination takes place when an individual or a group of people is treated less favourably than others because of their race, gender, gender reassignment, marital status, status as a civil partner, disability, age, religion or belief, sexual orientation or other factors unrelated to their ability or potential.

3.3 Bullying

3.3.1 Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient. While bullying and harassment are related, bullying is usually intentional.

3.4 It is recognised that differences in attitude, background and culture can often mean that what is perceived by one individual as harassment or bullying may not necessarily be perceived in the same way by another. It should be noted therefore, that when deciding whether bullying or harassment has occurred, the impact on the individual and whether the behaviour is unacceptable by normal standards will be the focus, rather than motive or intent.

4. Examples

4.1 Harassment, discrimination or bullying can be verbal and non-verbal. The following provides examples but is not an exhaustive list.

- Verbal abuse
- Insulting behaviour or personal insults
- Sexist jokes, racist jokes, or jokes about an individual's sexual orientation, disability, religion or belief or age
- Behaviour which incites racial hatred, e.g. wearing racist insignia or badges
- Offensive written or computer generated material, including the use of email
- Unreasonable, unfair or offensive expectations about an individual's disabilities or mischievous interference with personal aids or equipment
- Unwanted physical contact ranging from touching to serious assault
- Leering and offensive gestures

- Display or circulation of sexually suggestive or racially abusive material
- Coercive or menacing behaviour which interferes with dignity and privacy or which undermines an individual's self-confidence
- Asserting a position of seniority in an aggressive, abusive or offensive manner e.g. inappropriate or derogatory remark in connection with performance of duties / responsibilities.
- Withholding important work-related information
- Intrusion by pestering, spying and stalking.
- Ridicule, isolation or non-cooperation, exclusion from everyday social interaction or activities

4.2 Any difficulty in defining harassment, discrimination or bullying should not deter a member of staff or volunteer from seeking support or complaining of behaviour which causes them distress. They should also not be deterred because of embarrassment or fear of intimidation.

4.3 The Museum will respect the particular sensitivity of complaints of harassment, discrimination or bullying, and their consequences, and will treat any complaint with the utmost confidentiality and in line with the provisions of the Data Protection Act. Complaints will not normally be taken further than the complainant wishes.

5. Procedures for making a complaint about Harassment, Discrimination and Bullying

5.1 Staff should raise complaints of harassment, discrimination or bullying in a timely manner and without unreasonable delay. Unless incidents of harassment, discrimination or bullying are notified within a reasonable length of time, the Museum may find itself unable to adequately investigate and take steps to prevent or eliminate harassment, discrimination or bullying.

6. Approval

Signature of Chair of Trustees

Date of approval: 10th January 2019

7. Review

Review Date: on or before 10th January 2021 subject to changes in legislation.

8. Document History

Adopted: 10th January 2019

Reviewed: