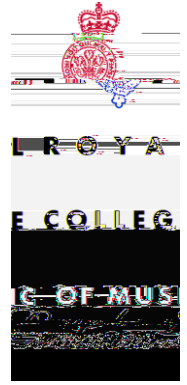


ROYAL COLLEGE OF MUSIC

Behaviour at Work Policy



The College believes that its staff are committed to ensuring that the College environment is one in which all are encouraged to contribute to the best of their ability. Staff colleagues place particular value on a working atmosphere within the College that is relaxed but purposeful, professional and humane. Members of staff are valued as individuals, and they each bring to their roles, whether as professors or administrators, qualities that are intrinsic to the student experience and to the RCM's international reputation.

The *Behaviour at Work Policy* has been formulated

The Council has an overall responsibility for ensuring that all members of staff are treated with dignity and respect. In practical terms, all members of the College have a responsibility to comply with the policy.

Managers are responsible for setting, and adhering to standards of behaviour that ensure all members of staff are treated with dignity and respect. They should ensure that staff know about the *Behaviour at Work Policy* and know how to manage harassment or bullying issues. It is the manager's responsibility to support staff who may feel they are being harassed or bullied, and deal with any complaints appropriately in line with this policy.

All staff are responsible for adhering to this policy. Staff, are required to treat all colleagues with dignity and respect, and support those who are being bullied or harassed by bringing the issue to the attention of the appropriate staff.

Status as an ex-offender;
Personal characteristics of the individual;
Real or suspect infection with HIV/AIDS.

Harassment may also include:

Any conduct based on these characteristics which affect the dignity of any individual at work;
The intentional intimidation or belittling of someone through the misuse of power or position which leaves them feeling hurt, upset, vulnerable or helpless.

Unwelcome sexual remarks such as jokes, innuendo, teasing and verbal abuse;
Displaying of sexually suggestive material;
Unwelcome remarks about a person's dress, appearance or marital status;
Behaviour which condemns or ridicules a person because of their sexual orientation;
Unwelcome physical contact.

Derogatory racial remarks or racist jokes;
Display of racially offensive material or graffiti;
Deliberate isolation.

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Singling out one person for criticism when the particular fault is common;
Criticising a person in public and/or in a deliberately humiliating manner;
Deliberately setting targets that are known to be unachievable;
Physical abuse.

All complaints of bullying or harassment will be taken seriously and will be investigated promptly and in full. The information disclosed will be dealt with confidentially and sensitively, in a fair and objective manner.

The College cannot guarantee not to pursue an allegation of harassment once the allegation has been brought to its attention.

If an individual feels that they are being harassed or bullied, the College encourages them to bring this to the attention of either their line manager or Human Resources.

In the first instance, issues relating to bullying or harassment should be dealt with through the informal procedure. However, if a member of staff does not feel that the informal procedure is suitable due to the nature of the complaint, they can go directly to the formal procedure.

If the employee feels confident in taking this course of action, they should attempt to resolve the issue with the person concerned. The employee can do this on their own, or request assistance from their line manager or a member of staff. ()-13.0 (a) (c)-5 (ue)5

The College undertakes to observe and monitor confidentiality wherever possible in dealing with cases of alleged unacceptable behaviour in this context. Confidentiality means that information will only be disclosed on a need to know basis. Breaches of confidentiality will be considered in accordance with the College's Staff Disciplinary Procedure.