

Circular Title:	Dignity at Work – an Anti-Bullying, Harassment and Sexual Harassment Policy for the Civil Service
Circular Number:	10/2015
Purpose:	To outline the procedures for addressing complaints regarding bullying, harassment and sexual harassment in the Civil Service
Circular Applications:	To all civil servants
Relevant Law/Codes of Practice:	Employment Equality Acts 1998 – 2011 Safety, Health and Welfare at Work Act 2005 Employment Equality Act 1998 (Code of Practice) (Harassment) Order 2012 (SI No. 208 of 2012)
Effective From:	20 February 2015

This Circular revokes Circular 23/2005 'A Positive Working Environment'.

1.1 Purpose

The Dignity at Work (DAW) policy replaces the A Positive Working Environment (APWE) policy. DAW provides a procedure for staff to resolve issues or complaints which relate to bullying, harassment or sexual harassment in the Civil Service.

This new policy has been developed to take more recent employment legislation into account, as well as taking on board feedback sought from stakeholders regarding the operation of APWE in the Civil Service.

The review of the policy was carried out by the Civil Service HR Policy Unit in the Department of Public Expenditure and Reform, and is based on discussions with Personnel Officers, staff working in HR Units, the Staff Panel of the Civil Service General Council and representatives of the Civil Service Employee Assistance Service. The revised policy has been agreed with the staff unions through the Equality Subcommittee of General Council.

1.2 Principles underlying the Policy

The Civil Service is committed to protecting dignity and respect across the organisation. It is Civil Service policy that every member of staff has a right to work in an environment free of any form of bullying, harassment or sexual harassment. Each individual has a responsibility to ensure that his/her behaviour reflects a culture of dignity and respect.

All complaints or queries raised in relation to bullying, harassment or sexual harassment will be treated seriously, fairly, and in the strictest of confidence.

The Dignity at Work Policy also sets out to place an increased focus upon early and local resolution of complaints, and to promote the use of mediation to resolve issues wherever possible.

1.3 Date of implementation

The revised Policy came into effect from 20th February 2015.

Copies of the policy and promotional material are available on the Department of Public Expenditure and Reform's HR website hr.per.gov.ie

1.4 Queries

Officers should address queries in relation to this Circular to their organisation's HR Unit.

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27 July 2015