

Polasaí ar Dínit san Ionad Oibre

Ghlac Bord Bainistíochta Scoil Chrónáin leis an bpolasaí seo i bhfianaise roinnt doiciméad cúlra, lena n-áirítear Cód Cleachtais an Údaráis Sláinte & Sábháilteachta d'Fhostóirí agus d'Fhostaithe maidir le Bulaíocht ag an Obair a Chosc agus a Réiteach. (2007) agus Cód Cleachtais an Údaráis Comhionannais, a thugtar éifeacht dlí dó san Ordú Ionstraim Reachtúil dar teideal an tAcht um Chomhionannas Fostaíochta 1998 (Cód Cleachtais) (Ciapadh) 2002 (IR Uimh. 78 de 2002).

Croí phrionsabail an Pholasaí

Tá an scoil seo tiomanta do thimpeallacht dhearfach oibre ina ndéantar obair in atmaisféar a chothaíonn meas, a spreagann cultúr comhoibritheach, atá oscailte agus ina bhfuil gach duine comhionann. Déanfar gach iarracht cosc a chur le haon chiapadh agus bulaíocht ar dhuine ar bith san ionad oibre agus ní ghlacfaidh an scoil leo. Tá sé de cheart ag gach fostaí go gcaithfí leo le dínit agus le meas. Tá an bhainistíocht tiomanta idirghabháil a dhéanamh ar bhealach iomchuí - ag baint úsáide as ceann de na nósanna imeachta Bainistíochta / INTO a nglactar leo - chun líomhaintí bulaíochta nó ciaptha a imscrúdú agus déileáil leo. Úsáidfear forálacha Chiorclán 40/97 maidir le hionsaithe ar bhaill foirne i mbunscoileanna de réir mar is cuí.

Cad is Bulaíocht agus Ciapadh san Ionad Oibre ann?

Glacann an Bord Bainistíochta an sainmhíniú ar bhulaíocht ar dhaoine fásta mar atá leagtha amach ag an Tascfhórsa (2001) a bhaineann le ceann amháin nó níos mó de na forais idirdhealaitheacha a bhfuil "an aidhm nó an éifeacht aige dínit duine a shárú agus timpeallacht imeaglach, naimhdeach, táireach, náireach nó maslach a chruthú don duine."

"Workplace Bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work but, as a once-off incident, is not considered to be bullying"

Aithnítear go bhféadfadh gearáin bulaíochta agus ciapadh teacht chun cinn i measc comhghleacaithe oibre ach d'fhéadfadh siad teacht chun cinn freisin maidir le cuairteoirí ar an scoil. I gceachtar cás, tá an tiomantas d'áit oibre dearfach, ina n-urramaítear dínit ag an obair, i réim.

Timpeallacht Oibre Dearfach

Aontaítear gurb é an sprioc atá againn ná, go mbeadh timpeallacht oibre dhearfach i bhfeidhm ar fud na scoile agus gur áit mhaith é an scoil le bheith ag obair ann. Beidh na rudaí seo le feiscint in áit le timpeallacht oibre dhearfach;

- Atmaisféar tacúil
- Cumarsáid mhaith oscailte (m.sh. trí dheiseanna ag cruinnithe foirne rialta)

- Iompar iomchuí idirphearsanta
- Comhoibriú
- Plé oscailte agus coimhlint a réiteach
- Aitheantas, aiseolas agus dearbhú mar iomchuí
- Caitheamh cóir leis an bhfoireann go léir

Tá freagracht ar gach duine a chuid féin a dhéanamh chun cur le timpeallacht dhearfach oibre. Maidir leis seo, tá freagracht shoiléir ar dhuine atá ina fhinné nó atá ar an láthair aon imní a thabhairt chun cinn faoi dhínt sa láthair oibre agus aon bagairtí air seo, ar bhealach iomchuí agus tráthúil. Cuimseoidh an Ráiteas Sábháilteachta - mar atá sainordaithe faoin Acht um Shábháilteacht, Sláinte agus Leas ag an Obair 2005 - tiomantas do thimpeallacht oibre dearfach, i bhfianaise oibleagáidí an Fhostóra mar a leagtar amach in Alt 8 den Acht sin, lena n-áirítear an dualgas obair a bhainistiú gníomhaíochtaí ar bhealach a choiscfidh “iompar nó iompar míchuí” ar dóigh dóibh sláinte agus sábháilteacht a chur i mbaol.

Aontaítear go mbeidh roinnt céimeanna ag gabháil le glacadh an bheartais seo inár scoil chun ár dtimpeallacht oibre a scrúdú agus, de réir mar is gá, chun athruithe a chomhaontú a léiríonn tiomantas do dhínt ag an obair. Cuirfidh an Bhainistíocht tús leis na céimeanna seo, agus déanfar iad arís trí athbhreithniú ag eatraimh iomchuí. De ghnáth is féidir cur síos a dhéanamh ar na bearta atá le déanamh mar Aitheantas, Measúnú, Straitéisí a chur i bhFeidhm agus Monatóireacht.

Bulaíocht ar Dhaoine Fásta mar Fadhb

Aithníonn ár scoil gur fadhbanna iad bulaíocht agus ciapadh ar dhuine ar bith nuair a tharlaíonn siad in aon ionad oibre. De ghnáth is mí-úsáid shíceolaíoch í iompar bulaíochta is cúis le pian agus fulaingt thromchúiseach. Taispeánann staidéir go bhféadfadh duine ar bith a bheith ina sprioc, beag beann ar a bpearsantacht nó a gcumas. De bhreis ar a n-éifeachtaí do-ghlactha ar dhaoine atá ina spriocanna, tá bulaíocht agus ciapadh san ionad oibre an-díobhálach d'éifeachtacht eagraíochtúil. D'fhéadfadh sé a bheith le feiscint mar:

- Mí-úsáid ó bhéal / maslaí a bheith san áireamh sa bhulaíocht, an bonn a bhaint de ráitis i bhfoirm ar bith ie teachtaireachtaí téacs, líonrú sóisialta / ríomhphoist. Ní liosta eisiach é seo.
- Monatóireacht iomarcach agus diúltach seachas a bheith cabhrach ar obair
- Faisnéis a bhaineann le hobair a choinneáil siar
- Eisiamh d'aon ghnó le hiarmhairtí diúltacha

Ní gá agus níor cheart go mbeadh a leithéid d'iompar mar chuid d'ionad oibre. Tá sé mar aidhm ag an bpolasaí seo a chinntiú go gcuireann timpeallacht dhearfach cosc ar iompraíochtaí den sórt sin tarlú. Sa chás go dtarlaíonn bulaíocht nó ciapadh nó má líomhnaítear gur tharla sé, tá bealaí ann chun dul i ngleic leis tríd an nós imeachta comhaontaithe.

Cad a tharlóidh má tá Líomhain Bulaíochta nó Ciapadh ann?

Gan dochar do chearta an duine cibé comhairle nó céimeanna a chinnfidh siad féin a ghlacadh, glacfaidh an Bord Bainistíochta go dáiríre le haon líomhaintí faoi bhulaíocht nó ciapadh san ionad

oibre. Tá nósanna imeachta tacaíochta agus éifeachtacha, de réir an chleachtais a chomhaontaítear go náisiúnta, i bhfeidhm sa scoil seo. Díreoidh na nósanna imeachta seo chun aghaidh a thabhairt ar líomhaintí agus chun imscrúdú a dhéanamh orthu ar an réiteach is luaithe is féidir, rachaidh siad ar aghaidh de réir mar is gá ó chéimeanna neamhfhoirmiúla go foirmiúla agus beidh béim ar rúndacht.

Achoimre

Tá dualgas cúraim ar an mbainistíocht i leith fostaithe. Ar an gcaoi chéanna, tá dualgas cúraim ar fhostaithe i leith a chéile. Feidhmíonn an polasaí seo le prionsabail agus cleachtais a leagan amach chun tacú le feidhmiú an dualgais sin inár scoil. Más mian leat líomhain bulaíochta nó ciaptha a thuairisciú féach ar an 'Nós Imeachta Gearáin / Gearán.' Glactar go dáiríre le hiompar míchuí agus an bonn i measc comhghleacaithe oibre, mar a dhéantar iompar den sórt sin nuair a dhéanann duine eile é i gcoinne fostaí, ball den Bhord agus / nó cuairteoir ar an scoil. Táimid tiomanta le chéile timpeallacht oibre a thógáil agus a chothabháil ina mbíonn caidreamh measúil, oscailte agus comhionann mar ghnáth nós. Go hachomair, táimid tiomanta áit mhaith shábháilte a bheith againn le bheith ag obair.

Dignity in the Workplace Policy

The Board of Management of Scoil Chrónáin has adopted this policy in light of a number of background documents, including the Health & Safety Authority's Code of Practice for Employers and Employees on the Prevention and Resolution of Bullying at Work (2007) and the Equality Authority's Code of Practice, given legal effect in the Statutory Instrument entitled Employment Equality Act 1998 (Code of Practice) (Harassment) Order 2002 (S.I. No. 78 of 2002).

Core Principles of Policy

This school is committed to a positive work environment where work is done in an atmosphere of respect, collaboration, openness and equality. Adult bullying and harassment in the workplace are phenomena which this school will seek to prevent and will not tolerate. All employees have the right to be treated with dignity and respect. Management is committed to intervening in an appropriate manner - utilising one of the accepted Management/INTO procedures - to investigate and deal with allegations of bullying or harassment. The provisions of Circular 40/97 on Assaults on Staff in Primary Schools will be utilised as appropriate.

What is Workplace Bullying and Harassment?

The Board of Management adopts the definition of adult bullying as set out by the Task Force (2001): *"Workplace Bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of*

work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work but, as a once-off incident, is not considered to be bullying."

Harassment is covered by Employment Equality legislation and is based on a person's standing within one of the nine categories (or grounds) specified in that legislation (gender, marital status, religion, sexual orientation etc.) Harassment is defined in law as "unwanted conduct" related to one or more of the discriminatory grounds which "has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person." It is recognised that bullying and harassment complaints may arise among work colleagues but may also arise in relation to visitors to the school. In either case, the commitment to a positive workplace, where dignity at work is respected, prevails.

A Positive Work Environment

It is agreed that we will all work to make this school a good place to work. A good place to work has a positive work environment characterised by

- A supportive atmosphere
- Good and open communication (e.g. through opportunities at regular staff meetings)
- Appropriate interpersonal behaviour
- Collaboration
- Open discussion and resolution of conflict
- Recognition, feedback and affirmation as appropriate
- Fair treatment of all staff

Every person has a responsibility to play his/her part in contributing to a positive work environment. In this regard, a person who is a witness or bystander has a clear responsibility to raise concerns about dignity at work and threats to this, in an appropriate and timely manner. The Safety Statement - as mandated under the Safety, Health and Welfare at Work Act 2005 – will also include a commitment to a positive work environment, in light of the Employer's obligations as outlined at Section 8 of that Act, including the duty to manage work activities in such a way as to prevent "improper conduct or behaviour" likely to put health and safety at risk.

It is agreed that the adoption of this policy in our school will be accompanied by a number of steps to examine our work environment and, as necessary, to agree changes which reflect a commitment to dignity at work. These steps will be initiated by Management, and be repeated by way of review at appropriate intervals. The actions to be undertaken may generally be described as Identification, Assessment, Implementing Strategies and Monitoring.

Adult Bullying as a Problem

Our school recognises that Adult Bullying and Harassment are problems where they occur in any workplace. Bullying behaviour generally amounts to psychological abuse which causes serious pain and suffering. Studies have shown that any person may become a target, irrespective of their personality or ability. In addition to its unacceptable effects on persons who are its targets, workplace bullying and harassment is extremely detrimental to organisational effectiveness. Bullying may include behaviours such as:

- Verbal abuse/insults, undermining remarks in any form i.e. texts messages, social networking/ emails. This is not an exclusive list.
- Excessive monitoring of work that is continuously negative and does not promote improvement
- Withholding work-related information
- Deliberate exclusion with negative consequences

Such behaviours need not and should not be part of a workplace. This policy aims to ensure that a positive environment prevents such behaviours from occurring. Where bullying or harassment does occur or is alleged to have occurred, there are means of tackling it through agreed procedures.

What Happens if there is an Allegation of Bullying or Harassment?

Without prejudice to an individual's right to take such advice or steps as they themselves may decide, the Board of Management will take seriously any allegations of workplace bullying or harassment. Supportive and effective procedures, in accordance with nationally-agreed practice, are in place in this school. These procedures to address and investigate allegations will focus on the earliest possible resolution, will proceed as necessary from informal to formal stages and will have a stress on confidentiality.

Summary

Management has a duty of care towards employees. Similarly, employees have a duty of care towards one another. This policy seeks to set out principles and practices to support the exercise of that duty in our school. If you wish to report an allegation of bullying or harassment please refer to the 'Grievance/Complaints Procedure Policy.' Just as inappropriate and undermining behaviour among work colleagues is taken seriously, so is such behaviour when perpetrated by another person against an employee, Board member and/ or a visitor to the school. Together we are committed to building and maintaining a work environment where respectful, open and equal relationships are the norm. In summary, we are committed to having a good, safe place to work.