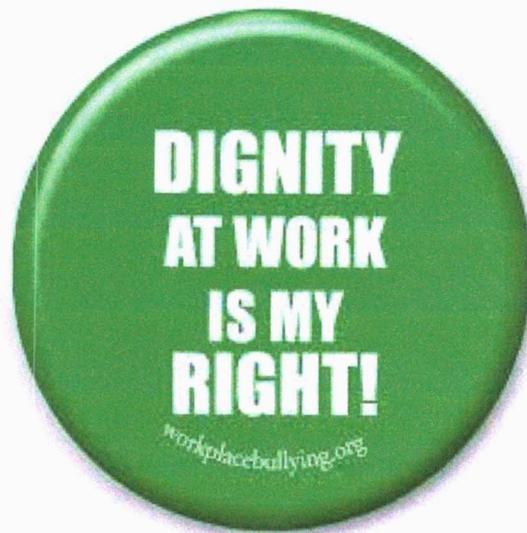




**Bunscoil Mhuire**  
**Dignity, Respect at Work**  
**Charter**





# Dignity, Respect at Work Charter

**Bunscoil Mhuire** School

The staff of **Bunscoil Mhuire** School commit to upholding, promoting and modelling the **Values and Vision** for our school outlined below. All individuals, whether directly employed or contracted by us and all visitors have a responsibility to uphold this Dignity at Work Charter.

We accept our individual and collective **rights and responsibilities**. Furthermore, where necessary we commit to engaging appropriately with agreed mechanisms for resolving conflict.

## 1. **School Values**

Respect & Trust

Kindness & Courtesy

Fairness

Openness

Enjoyment & Fun

Encouragement

Inclusion

## 2. **School Vision**

To maintain a workplace environment that encourages and supports every individual's right to dignity and respect, ensuring everyone is treated equally and respected for their individuality and diversity.

## 3. **Rights**

- a. To work in a happy and safe environment
- b. To be treated with courtesy, kindness, fairness, and respect
- c. To be treated with equality and fairness
- d. To have access to a support mechanism for dealing with conflict
- e. To have one's privacy respected and safeguarded.

## 4. **Responsibilities - Insert agreed responsibilities**

- a. Act and behave in a way that promotes a happy and safe environment for others
- b. Treat others with courtesy, kindness, respect, equality, and fairness
- c. Resolve conflicts respectfully and participate in the agreed mechanisms for conflict resolution should the need arise
- d. Respect and safeguard the privacy of others.

## 5. In Summary

Everyone is expected to act and behave in a way that is kind, supportive, courteous, polite and patient. Openness and co-operation are encouraged.

Behaviour which is not nice, including adult bullying and harassment in the workplace is something which we as a staff at Bunscoil Mhuire will seek to prevent. Further we declare that such unacceptable behaviour will not be tolerated. As a team, we believe that all employees have the right to be treated with dignity and respect. As a team we recognise that we all have our part to play in modelling and promoting good behaviour, and that in the unlikely event of experiencing less than nice behaviour, we will immediately explain to our partner(s) of communication that their behaviour is offensive to us and why. If it continues, those school community members who are the management team are committed to intervening in an appropriate manner.

Behaviours that are not acceptable in the school include publicly criticizing, blaming, using threatening language, rudeness, aggressiveness, being dismissive, ignoring, isolating or shouting at others, undermining, making derogatory, defaming or insulting comments or personal remarks, using offensive language, threatening or intimidating behaviour, victimisation and harassment, workplace bullying and/or sexual harassment. This also applies to comments on social media. (List is not exhaustive)

## Appendix: Mechanism for Resolving Conflict

### A. Identify and broach the Issue

#### **Step 1: Identify the issue**

- Having identified the issue be aware of context and sensitive to demands being made on the other person.
- Assess possible impact against your actual intent.

#### **Step 2: Choose a good time and place**

- that is mutually acceptable, appropriate and allows for uninterrupted discussion.

#### **Step 3: Bring the issue to the person**

- Don't "gossip" about doing this, either before or after the conversation.
- We need to be careful about what is/isn't our/others' business. However, it is okay to seek advice from a trusted colleague who respects confidentiality.

#### **Step 4: Broaching the issue**

Possible examples of how to start....

- I am worried/ a bit concerned about something. Can we discuss it?
- I'd like to talk with you about X .... When would suit you?
- Can we have a chat about something that I am concerned about? Can we have a chat about something that is bothering me?
- Remember what happened yesterday. It's been on my mind. Could we have a chat about it?

### B. Responsibilities of the speaker

Be prepared to:

- **start with a positive** comment e.g., "Thanks for taking the time to meet with me" or "I like working with you/ this team/class...."
- **use "I" statement** e.g., "when this happens...I feel uncomfortable ...." or "it upset me a bit when I heard you say...." (don't blame)
- **be reasonable** e.g. "I know you have a lot to do but I have noticed that ....."
- Stick with one issue and be specific
- Stay curious ... 'Help me understand'

### C. Responsibilities of listener/responder

Be prepared to

- listen actively. Do not interrupt.
- ask clarifying questions – "Do you mean?"
- avoid becoming defensive.
- reflect back..." You are saying" / "Am I right when I hear....?"
- Stay open to the fact that the other person has an issue and it has taken courage to address it.

## **D. Joint responsibilities of speaker and listener**

- Accept the other person's point of view – "Just because you think something is true, doesn't mean it always is true".
- Try and separate the issue from the personality.
- Be willing to compromise. An incomplete resolution may be the only possibility or **can you agree to disagree?**
- try to settle on a solution that allows for a 'win-win' on both sides? If one person leaves the discussion feeling very dissatisfied, then the issue will continue to be an issue.
- remember this might be the first time that the responder was made aware of the issue, and s/he might need a little time to process what has been said. Sometimes it is best to say, "maybe we should think about this and come back to it again."
- watch your body language.
- watch your tone
- stay respectful
- end with a positive comment.
- depending on the issue - make a note of resolution, date it and agree a date to discuss it again.
- if no resolution can be found, the issue should be brought to the next in line assistant principal, deputy principal or to the principal, who will decide on how best to proceed, depending on the context and in consultation with the relevant parties.

## **E. Deal with it or Let it Go**

**If you decide not to raise the issue, it is your responsibility not to gossip about it or let it simmer/fester. This will show in your body language and will cause bad feeling so deal with it or let it go.**

## **In Conclusion**

As members of Bunscoil Mhuire school community, we all have a duty of care to ourselves and each other. Management has a duty of care towards employees. Similarly, employees have a duty of care towards one another. In formulating this policy, we sought to set out principles and practices to support the exercise of that duty in our school.

Just as inappropriate and undermining behaviour among **colleagues** is taken seriously, so is such behaviour when perpetrated against an employee of this school by any other person.

Together we are committed to building and maintaining a work environment where respectful, open and equal relationships are the norm.

## **We are committed to having a good place to work**

- Following consultation with all staff members, the Board of Management of Bunscoil Mhuire Primary School has adopted this policy on 10|2|25



