

Respectful Workplace Policy

Please take time to read the pre-school policies and let the Pre-school Leader or Chair know if you have any questions.

The policies are also available to read on our website:
www.streatleyhillpreschool.org.uk

Policy statement

Streatley Hill Pre-School is committed to a positive workplace environment in which all employees are treated with respect and dignity. Streatley Hill Pre-School aims to accomplish this goal by creating awareness about working relationships and providing skills training on healthy conflict resolution.

Each individual has the right to work in a professional atmosphere in which equal opportunities are promoted and personal and professional excellence is fostered. Streatley Hill Pre-School is committed to proactively creating a workplace where individual differences are welcomed and valued.

The purpose of policy is to foster positive working relationships and manage conflict in the workplace. Workplace conflict has the potential to escalate into discriminatory behaviours and harassment and affect workplace and individual well-being.

Discrimination and harassment are unlawful and will not be tolerated. Streatley Hill Pre-School pledges its support to all employees experiencing workplace conflict or workplace harassment and will treat the matter in a confidential manner.

CREATING A RESPECTFUL WORKPLACE

Streatley Hill Pre-School is committed to creating a positive workplace by:

- Making a strong commitment to the maintenance of a positive work environment
- Providing workplace skills training in conflict resolution
- Providing ongoing education, skills training, and monitoring of the policy
- Having a policy that aims to prevent workplace conflict and effectively resolve conflicts that arise
- Having a policy which describes unacceptable behaviour and defines workplace harassment

- Providing sufficient resources and training to those responsible for implementing the policy
- Implementing personnel policies that acknowledge and value the diverse personal and professional lives of our employees
- Actively ensuring the appropriate methods are in place for staff to voice concerns in a positive, proactive way

Acceptable and Healthy Workplace Behaviours Defined

Acceptable and healthy workplace behaviours are any behaviours that promote respect, positivity and civility in our workplace. They include, but are not limited to:

- Using respectful, supportive, and encouraging language in all interactions, no matter the subject of conversation
- Giving peers direct, non-personal feedback as opposed to criticism.
- Questioning a peers’ position on an issue politely rather than asserting your position is the right one; listening to your peer’s position with an open mind.
- Expressing appreciation when a peer does something correctly and in a timely manner.
- Respecting each other as adults and trusting their decision-making abilities.
- Approaching conflict with maturity and true desire for resolution, rather than as a fight or opportunity to belittle a co-worker.
- Maintaining a positive attitude and professionalism, even when you are having a bad day.

This policy was adopted at a meeting of Streatley Hill Pre-school Committee on:	9 th May 2018
This policy was last amended and reviewed on:	9 th May 2018
Date of next review:	December 2018
Signed on behalf of the Committee by:	Bob Kapp
Role of Signatory:	Chair