



Derryoobur National School Policies

Roll Number: 17547R

Patron: Most Rev. Michael Duignan, Bishop of Clonfert

Chairperson: Fr. Kieran O'Rourke P.P.

Phone: 0860483344

Principal: Padraig Lohan

Dignity in the Workplace Policy

1. Introduction

Derryoobur National School is committed to creating a workplace that promotes dignity, respect, and fairness for all staff. This **Dignity in the Workplace Policy** aims to ensure that all employees, volunteers, and visitors are treated with respect and that bullying, harassment, or discrimination of any kind is not tolerated.

2. Aims of this Policy

This policy aims to:

- Promote a **positive, inclusive, and respectful workplace.**
- Prevent **bullying, harassment, and discrimination.**
- Outline procedures for addressing complaints and ensuring that all concerns are handled fairly and sensitively.

3. Scope of the Policy

This policy applies to:

- **All staff, volunteers, and visitors** to the school.
- **All interactions within the school environment.**
- **Electronic communications related to school matters.**

4. Expectations of Behaviour

All individuals in Derryoobur National School must:

- **Treat others with respect, fairness, and courtesy.**

- Refrain from engaging in any form of bullying, harassment, or discriminatory behaviour.
- Communicate professionally and constructively.
- Report any instances of inappropriate behaviour through the appropriate channels.

5. Definition of Workplace Harassment & Bullying

Harassment and bullying include, but are not limited to:

- Verbal abuse, insults, or offensive remarks.
- Unwelcome physical contact.
- Spreading false information, gossip, or defamatory remarks.
- Unreasonable exclusion or isolation of an individual.
- Cyberbullying or inappropriate electronic communication.

6. Reporting and Resolving Issues

- Any staff member who feels they have been subjected to bullying or harassment should report the issue to the **Principal or Designated Liaison Person**.
- Reports will be treated **confidentially and investigated fairly**.
- Mediation may be offered to **resolve disputes amicably**.
- If necessary, further disciplinary action may be taken in accordance with **employment law and school policies**.

7. Commitment to Well-Being

- The school provides **support structures** for staff experiencing workplace difficulties.
- Regular **training and workshops** will be available to promote a **healthy work environment**.

8. Policy Implementation & Review

This policy will be **reviewed annually** to ensure compliance with **employment laws and best practices**.

9. Policy Approval

This **Dignity in the Workplace Policy** has been prepared by the **Principal** and approved by the **Board of Management**.

Signed:

Chairperson, Board of Management: _____

Principal, Derryooper National School:

Padraig Lohan

Date:

19 February 2025
