

Dignity and Respect at Study and Work

STATEMENT COVERSHEET

Key Details

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**Mae'r ddogfen hon hefyd ar gael yn Gymraeg / This document is also available in Welsh**

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Dignity and Respect at Study and Work

# A Positive Environment for All

Dignity and respect at study and work, helps to develop a safe, welcoming and inclusive learning, working and research environment for all members of our community, in all the places and spaces we represent Cardiff Metropolitan University (CMU).

This statement ensures that everyone in the University community:

has confidence and clarity around the policies and processes in place to ensure dignity and respect by embedding key principles into existing policies and frameworks; and

* our students and colleagues have the knowledge and confidence, to foster a culture where people feel safe to speak up and empowered to do the right thing and address concerns before they escalate.
* Our University community is made up of anyone we meet; during our study or work so this statement applies to both students and staff.

How we interact with each other has a substantial impact on our individual and cohort/team wellbeing, engagement, performance; as part of our student, staff and stakeholder experiences. Cardiff Metropolitan University ‘Ways of Working’ links to this statement and the University Strategy, to deliver student, learning and teaching success.

Everyone has a responsibility for their health, safety and welfare, including students, staff and visitors. The University’s Dignity and Respect at Study and Work Statement, is part of a University-wide approach that promotes a working, learning and research environment and culture in which differences are welcomed and all forms of harassment, bullying and victimisation are not tolerated1.

The University is an academic institution committed to the values of open debate and exchange of ideas. The University’s approach to [freedom of speech](https://www.cardiffmet.ac.uk/media/cardiff-met/content-assets/english-documents/freedom-of-speech-02-2021.docx) balances the principle with other legal duties to provide an environment where individuals can act with the right to academic freedom within the law. Students and staff will conduct themselves in accordance with the University’s policies and procedures.

# **Principle 1** - Everyone feels a sense of belonging and valued for who they are.

Our global community requires dignity and respect at its core, for us to thrive. We need to embrace all differences. Being self-aware and considering possible individual bias is essential for developing a respectful place to study and work.

At CMU we celebrate everyone’s individuality and actively listen to each other to hear different views. We recognise each other’s contribution, we follow through on what we say we’ll do, see things from different perspectives and are open to change.

We are curious to others’ lived experiences, recognising learning is a process for students and staff that needs patience and that we all learn differently, we need to be able to ask questions and feel safe to make mistakes.

# **Principle 2** - A University rooted in Wales

We appreciate and respect all languages and cultures; specifically supporting and encouraging the use of Welsh, English and British Sign Language, the official languages of Wales. We also appreciate our key role in promoting Welsh medium education, culture and ensure an environment where both can flourish.

Everyone is accountable for their actions and is trusted to engage with their studies or role in a respectful and professional way. We all have a responsibility to create positive social and professional connections and to treat people with dignity and respect.

# **Principle 3** - Working together, we represent social cohesion for our city, Wales and the wider world.

## Our University…

## **supports:**

* mutual respect, courtesy and empathy between individuals and within our communities
* our combined efforts to create a purpose-driven, person-centred place for study and work
* promoting diversity and equality of opportunity among students and staff.

## **promotes:**

* balance in use of personal power and knowledge
* creating psychological safety, where interpersonal risks can be taken without fear of repercussions
* clear expectations,
* to genuinely care and
* connect regularly.

## **is committed to:**

* demonstrating behaviours that are not reflective of stereotypical and prejudiced attitudes.
* being an academic institution which values open debate, exchange of ideas and professional disagreement, which permits freedom of thought and expression within a framework of mutual respect.
* ensuring individuals have the right to academic freedom and freedom of speech within the law and University’s policies and procedures including the Code of Practice on Freedom of Speech.

## It is the responsibility of all the University community to:

* take seriously requests to cease or adjust behaviour
* respond courteously and to be alert to potential problems
* act promptly without waiting for a complaint to be made to the extent that this is possible (by challenging unacceptable behaviour which is directly observed and promoting an inclusive culture).

# **Principle 4** - We do the right thing and are compassionate when dealing with inappropriate behaviour.

Everyone that engages with a member of the University community has the right to expect respectful ways of study and working. Our policies and procedures enable you to call out, if this is not the case. We will listen.

Any allegation of bullying, harassment, sexual misconduct or victimisation will be treated seriously, regardless of whether students or staff and/or the seniority of those involved; anyone found to have behaved in an unacceptable way could be the subject of disciplinary action up to and including exclusion of students or dismissal of staff.

Both students and staff can have confidence in our policies and procedures, without fear of victimisation. This includes (but is not limited to):

* The Student Disciplinary Procedure, Student and Staff Codes of Conduct and Student Charter highlight standards in expected behaviours
* The Student Disciplinary Procedure defines verbal abuse, bullying or any form of harassment, intimidation, victimisation or discrimination of any student, member of staff or authorised visitor to the University as misbehaviour or misconduct that could be subject to the Procedure
* The Staff Harassment and Bullying Policy states we will not tolerate harassment, sexual misconduct, sexual harassment, victimisation, intimidation or bullying and will take such allegations extremely seriously. We will not condone or ignore reports of harassment, bullying and victimisation and they will be considered in line with our policies and procedures.

# **Principle 5** - Take responsibility and feel safe enough to speak up and have honest conversations.

We show humility and admit if we are not our best self or if we get things wrong and speak up if we, or if others, are not treated with dignity and respect.

By focusing on what we have in common, we can build and enhance our study and work relationships. When we reach out in this way, we make it possible for others to do the same.

Developing our own learning mindsets will help us grow personally and professionally. Collectively enriching our experiences both in study and at work and help develop others.

When we have a different opinion, we question our own assumptions, we exchange relevant perspectives, information and promote partnerships. This may mean letting go of the need to be right and recognising differences and most importantly the value those differences bring to us.

# A range of support is available:

## For Students

* [Student Services](https://www.cardiffmet.ac.uk/support/student-services/i-zone/) if you are an enrolled student
* [Students’ Union](https://www.cardiffmetsu.co.uk/) if you would like independent advice
* [International Student Advice](https://outlookuwicac.sharepoint.com/sites/international/SitePages/Welfare/home.aspx) if you are an enrolled international student

## For Staff

* People Services
* Trade Union colleagues
* Our Staff [Employee Assistance Programme](https://outlookuwicac.sharepoint.com/sites/PeopleServices/SitePages/Wellbeing/Employee-Assistance-Programme.aspx), provided by Health Assured, is an independent, dedicated and confidential and available to help individuals 24/7 365 days a year. Our [Wisdom App](https://wisdom.healthassured.org/login) has resources and guidance on how to have a difficult conversation and building professional relationships.
* Trained Mental Health First Aiders are available across the University that can listen and signpost further specialist support when staff are struggling with their wellbeing.

This statement should be read in conjunction with other Cardiff Metropolitan University policies and procedures including:

## Student

* Student Charter
* Student Disciplinary Procedure
* Complaints Policy
* Student Code of Conduct
* Student Standards and practices linked to policies and procedures

## Student Accommodation

* Halls Disciplinary Procedure

## Staff

* Staff Standards and practices linked to policies and procedures
* Staff Code of Conduct
* Staff Harassment and Bullying Policy
* Necessary Conversation guide
* Sexual Harassment, Domestic Abuse and Sexual Violence Toolkit
* Resolution Policy & hub
* Our Ways of Working sets out further expectations of all staff at Cardiff Metropolitan University.