



Wexford Ancestry - Dignity at Work Policy

Document Title: Dignity at Work Policy

Organisation: Wexford Ancestry CLG

Approved By: Board of Directors

Version: 1.0

This policy applies to both **Wexford Ancestry CLG** (trading as **Wexford Ancestry & Heritage**) and **Wexford Ancestry Services**. It covers all directors, partners, staff, contractors, and volunteers engaged in the work of either entity.

This policy applies to all activities of **Wexford Ancestry CLG (trading as Wexford Ancestry & Heritage)** and **Wexford Ancestry Services**, including any projects, events, or commissioned work undertaken by or on behalf of either organisation.

Effective Date: 5th November 2025

Last Reviewed: 5th November 2025

Approved by: [Helen Brady, \(Chairperson\)](#) on behalf of the Board of Directors

Reviewed by: [Eddie Banville, \(Chief Executive Officer\)](#)

for and on behalf of Wexford Ancestry

Recorded by: [Margot Banville Hogan \(Company Secretary\)](#)

For and on behalf of Wexford Ancestry CLG and Wexford Ancestry Services

Date: 5th November 2025

Contact: wexfordancestry@gmail.com

1. Purpose

The purpose of this policy is to ensure that Wexford Ancestry provides a safe, respectful, and inclusive working environment where all individuals are treated with dignity. We are committed to promoting positive working relationships, preventing bullying, harassment, and victimisation, and resolving issues promptly and fairly when they arise.

2. Scope

This policy applies to all partners, staff, volunteers, and contractors across all work-related settings — including offices, meetings, events, fieldwork, and online communications. It also extends to interactions with clients, collaborators, and members of the public.



3. Legal Framework

This policy is guided by the following Irish legislation and codes of practice:

- Employment Equality Acts 1998–2015
- Equal Status Acts 2000–2018
- Safety, Health and Welfare at Work Act 2005
- Code of Practice on the Prevention and Resolution of Bullying at Work (2021)
- Irish Human Rights and Equality Commission Act 2014

4. Key Definitions

Dignity at Work:

A work environment where every individual is valued, treated with respect, and able to work to their full potential free from fear, humiliation, or hostility.

Bullying:

Repeated inappropriate behaviour, direct or indirect, that undermines an individual's dignity, confidence, or wellbeing. Examples: Persistent criticism, intimidation, humiliation, exclusion, or excessive workload pressures.

Harassment:

Unwanted conduct related to any of the nine protected characteristics under the Employment Equality Acts (e.g. gender, race, religion, disability) that violates a person's dignity or creates an intimidating, hostile, degrading, or offensive environment.

Sexual Harassment:

Unwanted verbal, non-verbal, or physical conduct of a sexual nature that violates a person's dignity or creates a hostile or offensive environment.

5. Our Commitment

Wexford Ancestry commits to:

- Fostering a workplace culture of respect, courtesy, and collaboration.
- Preventing and addressing any form of bullying, harassment, or victimisation.
- Supporting those affected, providing fair and impartial processes.
- Encouraging open communication and early resolution of issues.
- Protecting confidentiality and ensuring due process in all investigations.



6. Roles and Responsibilities

Partners:

- Lead by example in upholding dignity and respect.
- Ensure awareness of this policy among all team members.
- Respond promptly and fairly to complaints.

Staff and Volunteers:

- Treat all colleagues and clients with dignity and respect.
- Report any incidents or behaviours that undermine dignity.

Supervisors / Project Leads:

- Ensure that team interactions reflect organisational values.
- Take all concerns seriously and act in line with this policy.

7. Procedures for Raising and Resolving Concerns

Informal Resolution:

Where possible, individuals are encouraged to raise the issue directly and respectfully with the person concerned. If this is not feasible, they may seek support from a partner or another designated contact.

Formal Procedure:

1. Submit a written complaint to a partner.
2. An impartial investigator will be appointed.
3. Both parties will have the opportunity to present their case.
4. Findings will be documented and outcomes communicated.
5. Outcomes may include mediation, training, formal warning, or termination of involvement.

All complaints will be handled with sensitivity, impartiality, and confidentiality.

8. Confidentiality

All matters under this policy will be treated in the strictest confidence and in compliance with GDPR. Information will be shared only on a need-to-know basis.



9. Protection from Victimisation

No person will be penalised for raising a genuine concern or supporting another in doing so. Any form of retaliation or victimisation will be treated as a serious disciplinary matter.

10. Support and Resources

Support is available for anyone affected by bullying, harassment, or workplace stress. Individuals may seek guidance from a partner, a trusted colleague, or external professional support such as mediation or counselling services.

11. False or Malicious Complaints

While all complaints will be taken seriously, false or malicious complaints are unacceptable and may result in disciplinary action.

12. Monitoring and Review

This policy will be reviewed annually or sooner if legal or organisational changes occur. Feedback from staff and partners will be used to improve policy effectiveness and workplace culture.

13. Approval & Signature

This Dignity at Work Policy has been approved by the Board of Directors of Wexford Ancestry.

Approved by: *Helen Brady*, Chairperson, (on behalf of the Board)

Reviewed by: *Eddie Banville*, Chief Executive Officer

Recorded by: *Margot Banville Hogan*, Company Secretary

for and on behalf of Wexford Ancestry CLG and Wexford Ancestry Services.

Date: 5th November 2025