



North Tyneside Council

widening
horizons

HR

Employee Relations Policy

Effective date	6 September 2010
Review date	September 2011
Revision number	2
Purpose	This policy outlines North Tyneside Council's approach to Employee Relations.
Scope	This policy applies to all employees of North Tyneside Council except those who are subject to separate local management of school arrangements. Non-employees (e.g. agency workers, contractors and consultants) are also excluded as they are subject to separate arrangements from their primary employer.
Equality Impact Assessment	Complete
Related documents	Code of Conduct Discipline Procedure Resolution Procedure Whistleblowing Procedure
Alternative formats	Alternative formats of this document may be available upon request e.g. Braille, large print (18 point) and audio. If you would like a copy of this document in one of these formats please contact Human Resources.
Document status	This document does not form part of an employee's terms and conditions of employment and can therefore be reviewed, amended and withdrawn at the discretion of the Council.

Policy

1. Key principles:
 - a. Where possible issues should be addressed informally
 - b. The first point of contact for an employee at work is ordinarily their one-up manager
2. North Tyneside Council recognises that managing employee relations effectively supports the delivery of maximum business performance, through a focus on employee engagement, two-way communication, fair treatment and personal responsibility.
3. We want North Tyneside Council to be an employer of choice and this means creating a culture of high standards, high performance, professionalism, and integrity. Managers within the organisation must lead by example.
4. North Tyneside Council expects high standards of behaviour from its employees both inside and outside of work, in line with the Employee Code of Conduct. Any behaviour deemed to be unsatisfactory which could bring the Council into disrepute and damage the reputation we all work hard to protect will be addressed under the Council's Discipline Procedure.
5. All employees should expect to work in an environment free from bullying, harassment, discrimination and victimisation. Employees should be treated according to their recognised needs and, in line with the Equality Act 2010, should not be discriminated against or bullied/harassed or victimised because of their (or their perceived or association with another person's) race, ethnicity, colour, national origin, sex, gender reassignment, marital status, sexual orientation, disability, religion or belief, or age. Should any employee be found to have discriminated or bullied/harassed another individual disciplinary action may be taken.
6. Work-related social functions are considered an extension of employment. Therefore, any incidents of bullying or harassment that occur during such functions are considered unacceptable and will be treated seriously. This may include taking action under the Discipline Procedure.

7. Bullying and harassment of our staff from third parties e.g. contract workers, customers, members of the public, partner organisations, suppliers etc will also not be tolerated. If an employee is subject to bullying or harassment from a third party managers should make every effort to prevent the bullying or harassment from reoccurring.
8. It is accepted that, despite everyone's best efforts, conflicts within the workplace may sometimes arise. Where this occurs employees should raise issues with their "one up" (line) manager (where appropriate), as this is ordinarily the first point of contact for an employee at work. Resolution should be swift and achieved informally (where possible), at the lowest feasible level.
9. As an organisation we want to create an honest and transparent culture, where employees feel able to raise genuine issues and concerns, and individuals will not be victimised for doing so.
10. Issues should be raised with the view to achieving a resolution and a way forward. Employees and trade unions should have realistic expectations and respect reasonable and appropriate decisions made by managers. Once such decisions are made they should be willing to move on, for the benefit of the individual and the organisation.
11. North Tyneside Council empowers managers to take responsibility for business decisions. Managers should be clear when they communicate such decisions to employees and trade unions to ensure effective understanding and to manage expectations.

