



The British Association of Lecturers
in **English for Academic Purposes**

Dignity and Respect Policy

1. Policy Statement

Based on our values of Collaboration, Development, Inclusivity and Professionalism, and in alignment with our [Equality, Diversity and Inclusion Statement](#), BALEAP is committed to integrity and collegiality in professional behaviours. Everyone in our community should expect to be respected and valued for their perspectives and contributions. This includes:

- Those who hold an institutional or individual membership of BALEAP.
- Our Executive Committee.
- Anyone we engage and collaborate with or whose professional services we procure on a contractual basis.

We should provide an environment in which we treat each other with dignity and respect, and where bullying, harassment and discrimination are unacceptable. This Policy sets out the expectations for everyone in our community.

BALEAP regards any incident of bullying, harassment, or discrimination or microaggression as a serious matter and will respond promptly and sensitively to complaints as outlined in our Complaints Procedure.

2. Scope and Purpose

This policy applies to everyone in the BALEAP community in relation to both individual and collective activities and dealings with others in the organisation. The purpose of the policy is to:

- Foster a positive professional culture which supports freedom of thought and expression within the law, and within a framework of respect for the rights of other people.
- Promote an inclusive environment where all individuals are treated with dignity and respect, free from bullying, harassment and discrimination.
- Ensure that occurrences of bullying, harassment and discrimination are taken seriously and dealt with promptly and with due sensitivity.



3. Responsibilities

3.1 Individuals

As members of BALEAP, individuals collaborating with BALEAP, or individuals whose services we procure on a contractual basis, we all have a responsibility to:

- Demonstrate respect and integrity in our interactions with individuals and groups.
- Work collaboratively, collegially and effectively in teams, including the BALEAP Executive Committee, BALEAP Accreditation Scheme Committee and other working parties and sub-committees within our overall governance structure.
- Identify and challenge unacceptable behaviour, even if it is not directed at ourselves.
- Address and resolve matters ourselves, where reasonably possible, in a positive and constructive way.
- Raise more serious concerns in line with Section 5 of this policy and participate positively in approaches to resolve concerns.
- Modify our behaviour should we become aware that we have behaved unacceptably in relation to this policy, even if no formal complaint has been made.

3.2 Organisation

Expectations of BALEAP as an organisation will be to ensure that:

- It fosters a positive professional culture which permits freedom of thought and expression within a framework of mutual respect and the law.
- It treats members and employees with openness, respect and dignity at all times.
- Complaints of harassment, bullying or discrimination are treated seriously and with discretion.
- Members and employees feel safe and are listened to when raising concerns about behaviour.

4. Unacceptable behaviour



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BALEAP expects all its members and employees to treat others with dignity and respect and regards bullying, harassment or discrimination as unacceptable behaviour. BALEAP will respond promptly and sensitively to complaints.

Examples of unacceptable behaviours can include, but are not limited to:

- Unwelcome physical contact ranging from unnecessary touching to serious assault;
- Intimidating or threatening behaviour, or language;
- Unwelcome attention or advances of a sexual nature;
- Disparaging, ridiculing or insulting behaviour, language or gestures;
- Inappropriate communication or visual display of offensive material;
- Isolation, non-cooperation, or deliberate exclusion of an individual;
- Undermining of an individual through unfair work allocation, persistent unjustified criticism, or lack of collegiality in approach.

Further information on discrimination and the law can be found here: [Discrimination: your rights: Types of discrimination \('protected characteristics'\) - GOV.UK](#)

5. Resolution

Individuals are encouraged, where possible, to resolve concerns informally.

5.1 Options for Individuals

Where an individual identifies a potential breach of this policy, there are a number of ways they may wish to approach the matter in an attempt to resolve it, as set out below.

5.1.1 Individual Action

Where an individual believes they are being subjected to treatment which is in breach of this policy, they should seek to address this at the earliest possible stage.

Where they feel able to, the individual should make clear to the person causing the offence that such behaviour is unacceptable to them. In many instances, this can be sufficient to bring an end to that behaviour.



5.1.2 Seeking Informal Assistance

If the individual does not feel able to resolve the matter themselves at an early stage, they may wish to seek advice and support from the Chair of BALEAP, or another member of the BALEAP Executive Committee where this is more appropriate.

The Chair of BALEAP, or other BALEAP Executive Committee member, may be able to provide support and advice on how the particular problem could be handled.

5.1.3 Raising a Formal Complaint

If the problem has not been resolved by informal means, or the individual feels it cannot be resolved through informal means, then they may submit a formal complaint through BALEAP's Complaint Procedure.

5.1.4 Reporting concerns to Police

Where an employee identifies a breach of this policy which constitutes a criminal offence or an immediate threat to safety, they should report the matter to the Police. Individuals should also inform the Chair of BALEAP, or other BALEAP Executive Committee member if this is more appropriate, of a police report, so that appropriate steps can be taken and support provided.

VERSION CONTROL - Approval and Review

Version No	Approved By	Approval Date	Main Changes	Review Period
1	BALEAP Exec	6th March 2025		2028