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# Respect at Work and Study Policy Statement

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**Status:** Approved

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**Audience:** Public

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**Responsible person:** Student Support Manager

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**Approved by:** Institute Management Board

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Dyson Technology Limited  
Public

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# 1.0 Policy Statement

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## 1.1 Introduction

This policy statement extends the principles of the Dyson Respect at Work Policy to include expectations for student conduct during both workplace placements and study days at the Institute. It applies to all members of the Dyson community, including contractors and visitors. It outlines the standards of behaviour expected from students and reinforces the Institute's commitment to fostering an environment where everyone is treated with dignity and respect. The Institute prioritises creating a learning and working environment free from bullying, harassment, and victimisation (See Sect. 11 Harassment and Sexual Misconduct Policy). This statement provides an overview of unacceptable behaviours, references relevant policies, and outlines the actions that may be taken in response to misconduct. Students are encouraged to raise concerns without fear of retaliation. The Institute is committed to ensuring that anyone who makes a disclosure, complaint, reports wrongdoing, or participates in an investigation in good faith is protected from retaliation or victimisation. Any individual found to have engaged in such conduct will be subject to disciplinary action under the Student Disciplinary Policy.

Please read this statement in conjunction with:

- Dyson Institute Harassment and Sexual Misconduct Policy

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## 1.2 Responsibility

It is the responsibility of all students as ambassadors, to:

- Behave with respect and lead by example,
- adhere to Dyson Technology and Dyson Institute Policies,
- complete relevant training such as 'The Code' - The core principles, expectations and responsibilities, to enable Dyson people to do the right thing and keep our people and business safe.

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## 1.3 Unacceptable Behaviour

Any behaviour that could be perceived as harassment and bullying is unacceptable and will not be tolerated at Dyson or the Institute. This behaviour may not always be face to face and can be non-verbal, for example over emails, instant messaging, text, or through physical gestures.

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## 1.4 Our response

The Dyson Institute takes a preventative approach to bullying and harassment which involves creating a safe and inclusive environment where all individuals feel respected and valued. Here are some key strategies:

- **Education and Awareness:** We implement training that educate students and staff, about the signs of bullying and harassment, and the impact they can have on individuals and the community.
- **Clear Policies and Procedures:** Establish and communicate clear policies that define bullying and harassment, outline the consequences, and provide a step-by-step process for reporting and addressing incidents.
- **Inclusive environment:** Foster a positive and inclusive environment by encouraging positive behaviour and

engaging students in activities that build community, inclusivity and belonging.

- **Support Systems:** Provide support for those affected by incidents of harassment and bullying. This includes but is not limited to talking therapies, 'look after your mate' training for students, student support and safeguarding provisions.
- **Regular Training:** Deliver regular training for staff and students on how to recognise, prevent, and respond to bullying and harassment. This ensures that everyone is equipped to handle situations effectively.

By implementing these strategies, the Institute can create a safer and more supportive environment for everyone.

Any student who feels they have experienced bullying, or harassment has the right to receive information and support on how this can be resolved. available support services include:

- Student support team
- Safeguarding team
- Sexual violence liaison officers (SVLO) team
- Academic support such as Academic tutors, Mitigating circumstances, reasonable adjustments, break in learning
- Workplace support
- Student support resources on the Institute Hub including Self-help and external referrals

More information can be found on the Institute website.

Adjustments to the process can be made where needed, with tailored support for individuals with protected characteristics, specific needs, or vulnerabilities.

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## 1.5 Reporting

The different ways a report can be made (e.g. online, in person, anonymously). The options for internal support and report are:

- Access the Safeguarding and Prevent portal on the Institute Hub:
- selecting 'Sexual Misconduct Support Service' for SVLO response or
- 'Safeguarding' for harassment, bullying and all other safeguarding concerns
- Speak directly to an SVLO within the Institute
- Speak directly to a member of the Institute's safeguarding team
- Speak to any member of Institute staff, who will refer you to the relevant support team
- Speak to a member of the Dyson Human Resources Team
- Notify Dyson Security (<https://dysononline.sharepoint.com/sites/GroupSecurity>)
- Report anonymously via Dyson's Speak Up portal via Motor

For external reports please email [DIETsafeguarding@dyson.com](mailto:DIETsafeguarding@dyson.com)

Once you have requested support through one of the means above, you will be contacted by the relevant support team directly. They will meet with you at an agreed appropriate time. They will explain your options of support and next steps, helping you to make informed decisions. For full details please see the Institute Website, where you can find more information on what to expect from either following a support only route, or an informal or formal investigation.

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## 1.6 Training

To help create a safe and respectful environment, all students will take part in annual training on how the Institute prevents and responds to harassment and sexual misconduct. This training will help you understand what these

behaviours look like, how to speak up, and where to go for support. As part of the wider Dyson community, every student and staff member also complete mandatory Respect At Work training each year. This dual approach ensures everyone knows what constitutes harassment, bullying and Sexual Misconduct, why it's important to challenge it, and how to report concerns confidently. You can find full details about the training and support available on Dyson Learning.

Specialised training is provided to those responsible for handling disclosures and conducting investigations, for a compassionate and effective response.

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### **1.7 Investigations and outcomes**

All claims of harassment and bullying will be taken very seriously. They will be investigated thoroughly and addressed in a timely, transparent and fair way (See the Student Disciplinary Policy). We will always endeavour to treat the matter sensitively, with a trauma-informed approach. Details of informal and formal approaches to investigation and associated Risk assessments, can be found in the Student Disciplinary Policy and Section 6 of the Harassment and Sexual Misconduct Policy. The Institute commits to the principles of natural justice, that is the duty to give a fair hearing, without bias or impartiality.

Possible outcomes for an investigation or disciplinary will be confirmed to the individual via email. This will consist of outcome, rationale and next steps.

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### **1.8 Confidentiality**

The Institute will treat disclosures and reports of bullying or harassment with focus on confidentiality and sensitivity, rather than secrecy – all information will only be shared on a need-to-know basis in order to support and investigate effectively. If the Institute needs to make a disclosure within any of its processes it will only do so where it is necessary and proportionate. Breach of confidentiality may give rise to separate disciplinary action.