

# Your responsibilities as an employee or person associated with Hinckley & Bosworth Borough Council

## **INTRODUCTION**

The purpose of this document is set out the expectations Hinckley & Bosworth Borough Council (HBBC) has of its employees and those associated with HBBC.

HBBC believes in the values of equality and expects and encourages every employee or person associated with the council to play his or her part to ensure these values are consistently adhered to for the mutual benefit of all.

## **POLICY STATEMENT – VICARIOUS LIABILITY**

Vicarious liability means HBBC can be held liable, in law, for the unlawful actions of its employees or people associated with the council such as Councillors. This applies whether or not HBBC knows or approves of those actions. In cases of sex and race discrimination, including harassment cases, the complaint may be brought against a named individual as well as HBBC.

However, where HBBC can show it has taken all reasonable steps to prevent unlawful discrimination in the work place, it may avoid liability. In other words, if an employee/person associated with the council's actions are contrary to HBBC's policies, values or behaviours, that individual could be held personally responsible for those actions, even if they take place while the employee/person associated with the council is not at work or representing the council.

HBBC expects and encourages all employees to respect the rights of others and adhere to the council's 'Values and Behaviours'. If any employee has received or receives in the future, a warning that their behaviour is unacceptable, they may be held personally responsible if they persist in discrimination against, harassing or bullying others.

An Employment Tribunal may decide the offending employee/person associated with the council should pay compensation to the complainant. In these cases HBBC will not pay compensation on that person's behalf.

## **RESPONSIBILITY**

Everyone is responsible for his or her own behaviour. It is the responsibility of every employee and those associated with HBBC to make sure that they comply with HBBC's policies, values or behaviours. Failure to do so may lead to disciplinary action being taken against an employee.

By treating everyone with dignity and respect, and setting a good example every employee will be making a vital and significant contribution in ensuring that HBBC provides a working environment that values the qualities of individuals and teams that work within HBBC.