

Political Activity at Work Policy

The Foundry at Victoria Hall, Sheffield, S1 2JB.

First Issued	January 2025
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1 Introduction

- 1.1 The purpose of this policy is to set out what is considered to be appropriate conduct in relation to political activity in the workplace.
- 1.2 We recognise your right to hold political opinions and to take part in political activity. At the same time, we are committed to creating an inclusive culture and promoting a working environment based on dignity, trust and respect.
- 1.3 It is important for us to ensure that you do not engage in any political activity that could compromise this or create the impression that we endorse a particular political party or view.
- 1.4 The policy does not form part of your contract of employment, and we reserve the right to amend it at any time.

2 Scope

- 2.1 This policy applies to anyone working for us. This includes employees, workers, contractors, volunteers, interns and apprentices.

3 Conduct and behaviour during work

- 3.1 It is not our intention to impose a ban on discussing politics at work as we recognise that healthy discussion around current affairs is the essence of democracy.
- 3.2 However, during work time, you are prohibited from:
 - 3.2.1 political campaigning;
 - 3.2.2 handing out written material, such as leaflets containing information about political parties;
 - 3.2.3 sending/posting political material/information to anyone via our systems, including email;
 - 3.2.4 using our resources to assist with political activity, such as computers, printers, copiers, phones;
 - 3.2.5 expressing political views to customers or suppliers, whether verbally, by email or in writing;
 - 3.2.6 arguing with suppliers or customers about any aspect of politics;
 - 3.2.7 attempting to coerce others into holding any particular political opinion or trying to persuade them to engage in political activity;
 - 3.2.8 wearing or displaying political symbols, such as badges or t-shirts with political slogans;
 - 3.2.9 displaying notices that contain details about political parties or political views in the workplace;
 - 3.2.10 doing or saying anything that suggests or implies that we support a particular political party;
 - 3.2.11 acting against your colleagues in a way that could amount to harassment or bullying, for example mocking a colleague's political opinions, exposing them to extreme political views or taking steps to try and foist political beliefs on them.
- 3.3 For the avoidance of doubt, this applies during any period that you are working, whether that is at the office, workplace, at home, or at any other remote location, or if you are visiting a clients' premises.

4 Actions outside of work

- 4.1 We do not wish to interfere with what you do outside work in your own time, but it is important that you do not conduct yourself in a way that could be detrimental to the organisation.
- 4.2 Therefore, you are free to engage in political activity outside of work, provided the activity does not:
 - 4.2.1 bring, or risk bringing, our organisation into disrepute;

- 4.2.2 damage, or risk damaging our relationship with any customer or supplier,
- 4.2.3 damage, or risk damaging our image or reputation;
- 4.2.4 take place on any premises owned or occupied by us; or
- 4.2.5 involve any criminal activity or behaviour.

4.3 If, outside work, you choose to express a political opinion, whether during discussions with other people, via email or on any social networking website, you must not:

- 4.3.1 mention our name alongside any political statement or opinion;
- 4.3.2 state or imply that we endorse any particular political opinion; or
- 4.3.3 say or write anything that might bring us into disrepute.

4.4 You should be aware that our Equality, Diversity and Inclusion Policy and Anti-Bullying and Anti-Harassment Policy continue to apply even while you are not at work. In accordance with these policies, discrimination, bullying or harassment of any kind will not be tolerated.

5 Breach of this policy

5.1 Any breach of this policy will not be tolerated and will be treated as a disciplinary offence.

6 Complaints

6.1 We are committed to promoting a working environment based on dignity, trust and respect, and one that is free from discrimination, harassment, bullying or victimisation.

6.2 If you find yourself in a situation where you are concerned about a colleague's behaviour in relation to political activity, you should raise this with your line manager. In the alternative, you can raise it formally under our Grievance Procedure if it applies to you.

7 Review

7.1 This policy may be reviewed at any time at the request of any member of staff, but it will be automatically reviewed two years after initial approval and thereafter on a biennial basis unless organisational changes, legislations, guidance, or non-compliance prompt an earlier review.

8 Definitions

- 8.1 The Foundry ("we", "us", "our")
- 8.2 The Employee ("you", "your")

Document control box

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