

DIGNITY AT WORK



Independence Opportunity Inclusion

For further information contact our Head Office:

6 St. Mark's Avenue Leeds LS2 9BN

Tel: 0113 243 5151

Fax: 0113 245 1526

Email: info@st-annes.org.uk

Or visit our website at: www.st-annes.org.uk

Please remember that if you do not tell anyone about it, the behaviour will continue. Give us the opportunity to help overcome the issues which are affecting dignity at work.



St Anne's is committed to promoting a working environment free from all forms of harassment, bullying and other inappropriate workplace behaviour which may cause employees to feel uncomfortable, distressed or undermined.

It is expected that all employees, in whatever capacity they are acting, will not subject others to verbal or physical harassment, derogatory or demeaning comments whether verbal or written and that interactions between employees will be conducted in a professional and dignified manner.

St Anne's Dignity at Work policy can be found on the Intranet and in the staff manual – please look at this so that you know what to do if you witness or experience bullying or harassment at work .

A handwritten signature in black ink, appearing to read 'Sharon Allen'.

YES!

- Be courteous and treat people with respect whatever their background, gender, race, sexuality, religion, disability or age.
- Get to know people as individuals.
- Consider others' feelings as well as your own.
- Make sure everyone is included in team social events and activities
- Be supportive of colleagues with disabilities who may not be able to carry out certain tasks.
- Challenge inappropriate behaviour of any form.

NO!

- Do not make assumptions about someone because of their background, gender, race, sexuality, age or disability, or anything else not relevant to their job.
- Do not make explicit, lewd or derogatory comments about anyone, or engage in inappropriate innuendo or banter.
- Do not ridicule or make assumptions about other people's cultures or religion.
- Do not make unnecessary or uninvited physical contact.
- Do not get drawn into gossip about others—it destroys team work and isolates people.

IF YOU WITNESS OR EXPERIENCE BULLYING OR HARASSMENT.....

You have a number of options available to you:

- 1 Speak to your line manager or Area Manager in confidence.
- 2 Contact Human Resources on 0113 2435151.
- 3 Contact your Trade Union steward (Unison 07903 744620. RCN 07966 281577 or 01484 518383).
- 4 Speak to a Contact Officer, names and details are set out on the opposite page. Please note that Contact Officers will not provide support to employees from their own work-site.

The Contact Officer network is available from 9.00am to 5.00pm Mondays to Fridays. Contact Officers will ask you what has happened and explain what your options are. Calls to Contact Officers are made in the strictest confidence and details will not be disclosed without the caller's permission, unless there appears to be a serious breach of St. Anne's Code of Practice.

Name	Work-Site and Telephone Number
Mac McKechnie Grove House, Wakefield	Mobile: 07891 745633
Mandy Childs C.S.S. Sheffield	Mobile: 07779 094171
Laura Young Housing Support, Leeds	Mobile: 07951 528788
Trudi Bastian Oxfield Court, Huddersfield	Mobile: 07968 000595
Lynn Asher Community Carers, Leeds	Mobile: 07929 164213
Kevin Sopp Brook House, Brighouse	Mobile: 07976 459716
Susan Nota L&D, Leeds	Mobile: 07929 164211
Marie Ashton Temple Road, Dewsbury	Mobile: 07974 014671
Diane Grantham Alan Gray Court, Newton Aycliffe	Mobile: 07974 005742
Marjorie Clifford Markwood Park, Durham	Mobile: 07779 227751
Deborah Little Marwood Park, Durham	Mobile: 07968 283252
Sarah Grogan Evans Fernlea, Batley	Mobile: 07890 474814