

Promoting Equality and Fair Treatment at Work Policy



November 2008

This accessible policy has been produced to assist the people we support to understand our policy framework within the context and best practice of inclusive communication. This accessible policy is not a substitute for the full policy document and therefore staff and managers must make themselves familiar with the full policy document.

The complete policy statement can be found within the Promoting Equality Policy document available from the Admin Team at the Consortium Office.

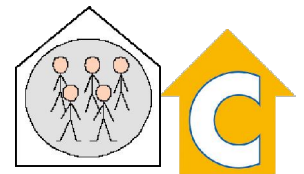
This policy is about how all Consortium Service Users or staff should feel valued, trusted, respected, and supported.

Consortium Values:

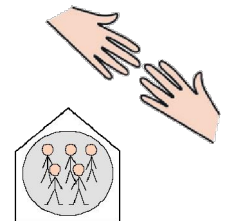
The Consortium values people and wants them to feel respected, trusted, and supported.



The Consortium wants Service Users and staff to grow as people.

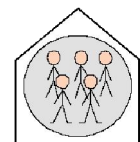


The Consortium wants to help Service Users and staff become a team that helps each other.

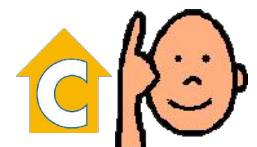


Equal Opportunities

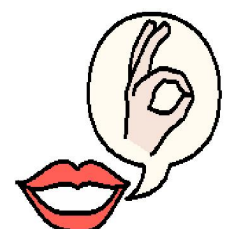
All Consortium staff are included and should be treated fairly



Consortium knows this is difficult for some people to do. There are laws that make sure that people are treated fairly.



Service Users from different religions, race, sex, or disabilities are all treated the same.



Harassment or Bullying:

The Consortium does not allow harassment or bullying.



Harassment is when somebody treats someone else in a way that makes them feel bad, or embarrasses them or makes them feel unsafe.



Bullying is when somebody insults or hurts another person and makes them feel bad about themselves. It makes them afraid of the person who is making them feel this way.



Bullying can be hurting somebody by either hitting them or by saying mean things about them.



Bullying can also happen when somebody is left out, teased, punished unfairly, or asked to do things more than other people.



Everybody has equal rights and should be treated the same.

Complaints

If you feel you are being harassed or bullied, you should first tell the person to stop.



If this doesn't stop the person from harassing/ bullying you, ask another staff member for help.



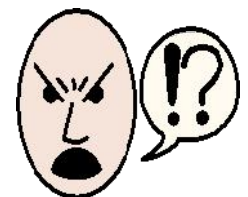
Somebody will also tell the Consortium Personnel Manager.



If you want more information you can look at the 'Complaints and Compliments Policy'

False/Mean/bad Complaints

Sometimes people will accuse somebody because they are angry with somebody else when the other person has not really hurt them.



The Consortium will have to be careful in making sure that this is not the reason that the person has made this accusation.

Confidentiality

Information about alcohol and substance use will be kept confidential.
But there may be other legal matters to think about.



Fair Treatment Advisors

Anyone who has a problem will be offered

Help
Advice
Treatment



This will be private the first time you talk to somebody.

Staff guidance:

Staff can also be bullied by other staff and Service Users. The Consortium wants to help them also.

There are steps that staff need to follow when they are being bullied.

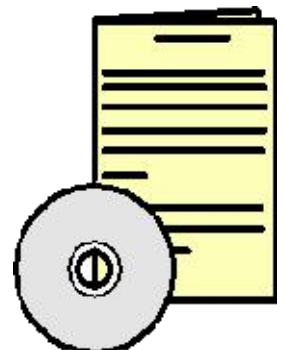
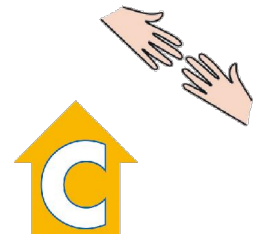
Employees job prospects will not be affected by having received support.

Staff who bully other staff or Service Users will be disciplined.

To protect staff from false accusations of bullying, there are steps they need to follow when accused.

The steps to follow are in this policy.

Staff also have steps to follow if they see somebody else being bullied or harassed.



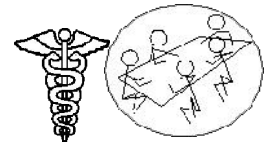
Fair Treatment Advisors:

There is a group of people who help to make sure that staff are being treated fairly in the Consortium



Review of Policy

The policy will be reviewed by the Supporting Staff Subgroup



Peter Thomas
Personnel & Administration Manager