

# Dignity at Work and Study Informal Procedure

## **Purpose**

1. Many issues can be resolved informally, and this approach is encouraged where possible. This procedure

7. Where a member of staff or student feels that they are subject to unacceptable behaviour, it is important that they begin to keep a note of the details and dates of any incidents which have caused them distress. Where possible, the following information should be included:

- date of incident(s), location and time;
- nature of incident(s);
- their feelings at the time;
- any action they have taken in response to the incident(s);
- the name of any witnesses; and
- any relevant e-mails, posts on social media and other correspondence.

### **Procedure**

8. A member of staff or student who feels that they have been subject to unacceptable behaviour is advised to talk to someone they can trust. The process of talking through what has happened with someone else can help to make a decision about what action they would

13. If after going through the informal stages, the complainant feels that their complaint has not been resolved they should consider the formal procedures for staff