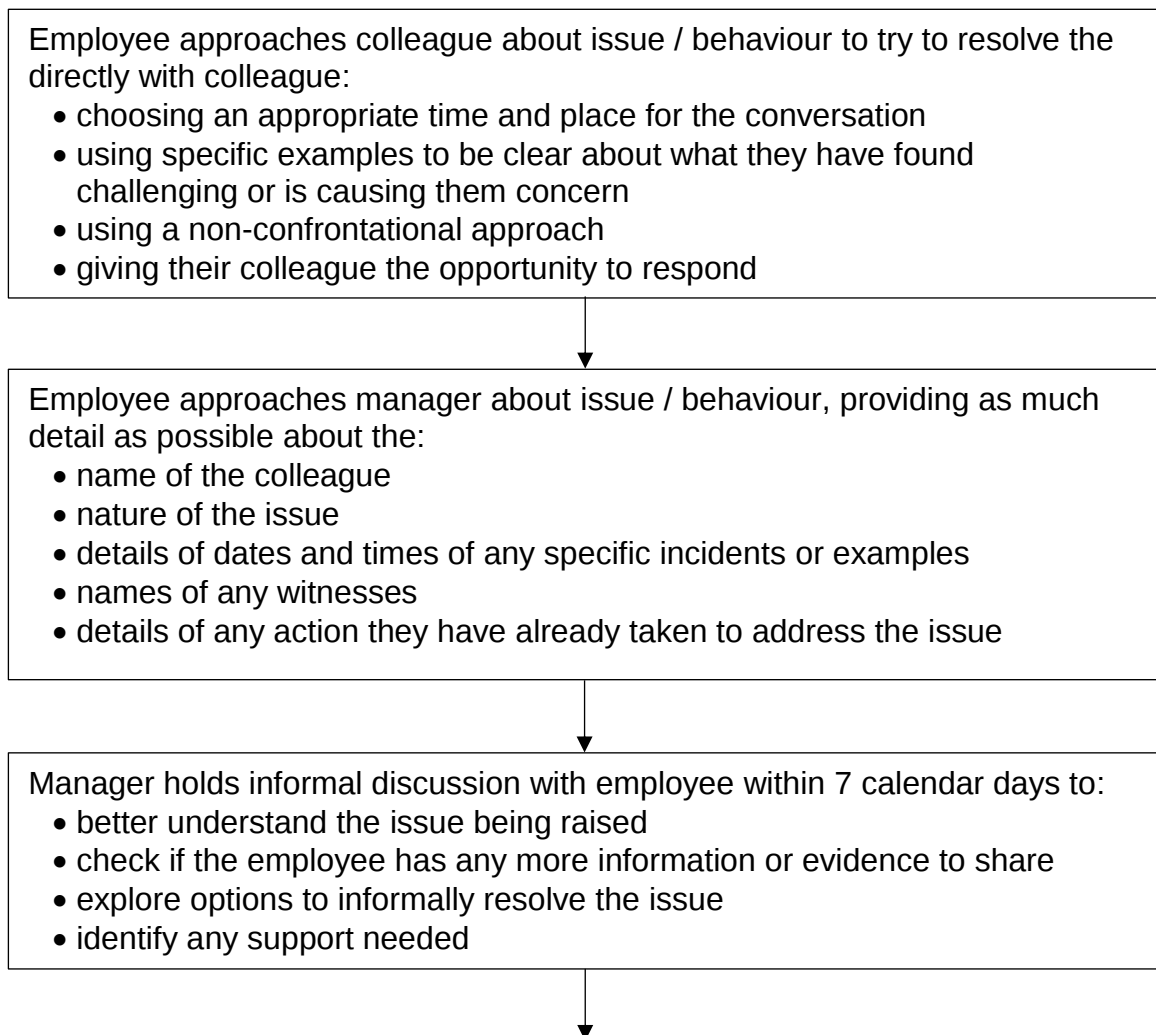


ACTION CARD Respect & Dignity at Work Policy	
Respect & Dignity at Work Process Flowcharts	
FOR USE BY: Employees who have an issue they wish to raise as a concern about a working relationship. Managers considering a concern at any stage of the process	HR Policy Reference: HR Operations
The flowcharts in this action card sets out the key actions that need to be taken by an employee or a manager when an issue is raised under the Respect & Dignity at Work Policy: Flowchart 1: Raising an issue informally Flowchart 2: Raising an issue formally Flowchart 3: Appealing a formal outcome	

Flowchart 1: Raising an issue informally



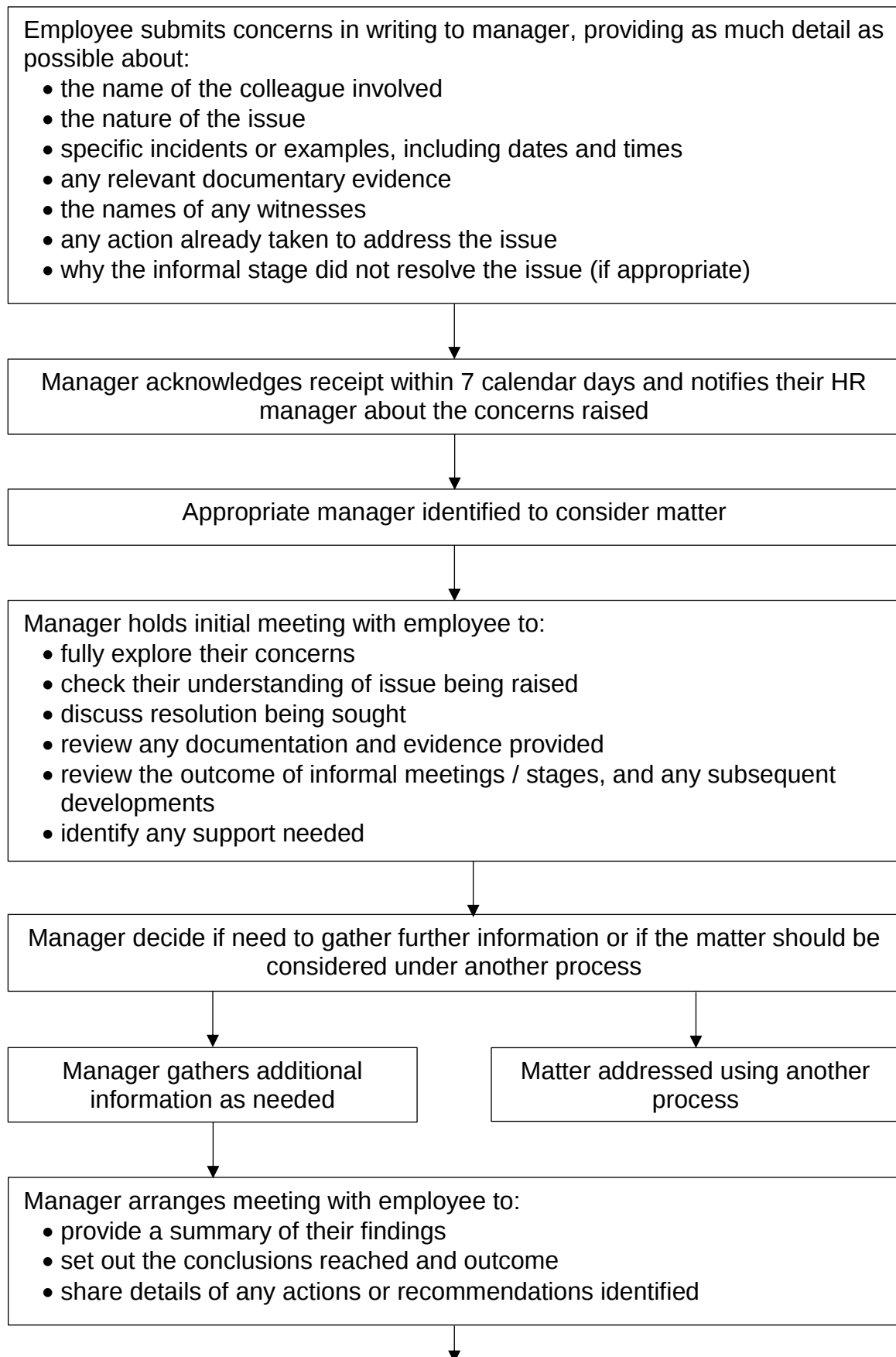
Cont.



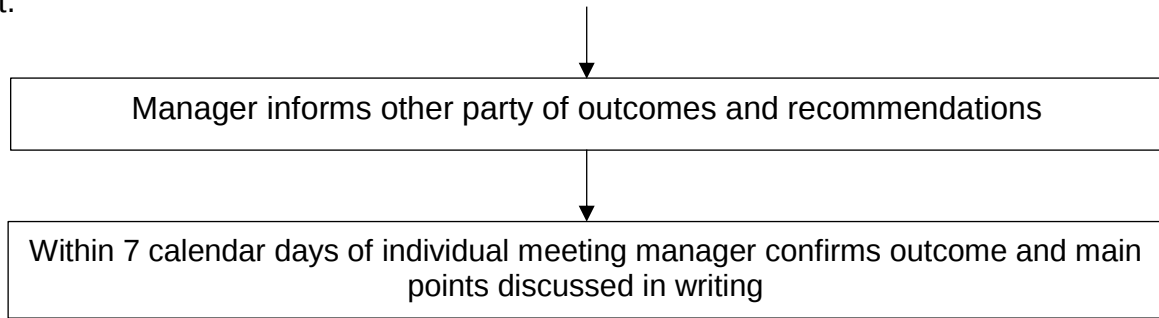
Approach to informally resolve matter implemented, this could be:

- employee discussing matter with the colleague, if they have not already done so or employee agree it is worth trying again
- facilitated/supported conversation
- mediation

Flowchart 2: Raising an issue formally



Cont.



Flowchart 3: Appealing a formal outcome

