

INFORMATION LEAFLET FOR ETB STAFF



DESIGNATED CONTACT PERSONS BULLYING & HARASSMENT/SEXUAL HARASSMENT PREVENTION POLICIES

1 September 2016

Approved by the ETBI/Unions' Consultative Forum

Designated Contact Persons (DCP)

Designated Contact Persons (DCP) are the first point of contact for any person who feels they may be a victim of bullying or harassment/sexual harassment.

They are available to provide 'off the record' support during normal working hours. A trained DCP is available to both the complainant and the respondent party.

The Designated Contact Person will endeavor to:

- Listen to your issues and concerns
- Talk through the options available including professional mediation; the policies etc.
- Explain how the procedure prescribed in the policies operate
- Outline the supports available to you

What we do

1. Act on a strictly confidential basis
2. Provide support and information in relation to workplace bullying and/or harassment
3. Contact can be made initially by phone, thereafter a one-to-one meeting will be arranged for a mutually acceptable time.

Your ETB Contact Persons are:

Name Michelle Walshe
Phone 05786 71312
Email mwalshe@loetb.ie

Name Fionnuala Kavanagh
Phone 05793 49419
Email fkavanagh@loetb.ie

Charter for Dignity at Work

The management and staff in our ETB commit ourselves to working together to maintain workplace environments that encourage and support the right to dignity at work.

All who work for this ETB are expected to respect the right of each individual to dignity in their working life.

All will be treated and respected for their individuality and diversity.

Bullying or harassment/sexual harassment is not accepted by us and will not be tolerated.

Our policies and procedures will underpin the principles and objectives of this Charter.

All individuals, whether employed or contracted by this ETB, have a duty to uphold this dignity at Work Charter.

Dignity at Work Policies

1. Dignity at Work Charter/Policy
2. Bullying Prevention Policy
3. Harassment/Sexual Harassment Prevention Policy
4. Nationally agreed Grievance Procedure for Staff employed by ETBs