

# **INFORMATION LEAFLET FOR ETB STAFF**

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## **DESIGNATED CONTACT PERSONS BULLYING & HARASSMENT/SEXUAL HARRASSMENT 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

## **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.

## **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.

## **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

## **Your ETB Contact Persons are:**

**Name Patricia Kerrigan**

**Phone 094 902 4188**

**Email PatriciaKerrigan@msletb.ie**

**Name Barbara Ronayne**

**Phone 094 902 3814**

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