

Guiding Principles for Behaviour in the School of Global Studies

1. We commit to treating each other with **respect and dignity**.
 - Everybody is entitled to dignity, and we are committed to ensuring that all people are able to work within a culture of mutual respect.
 - We treat everyone with fairness, respect and dignity, irrespective of their role or seniority.
 - We seek to avoid hurtful, insulting or judgmental remarks, striving to be supportive of others' well-being.
2. We **value diversity and promote equality** for everyone.
 - Everyone has an equal opportunity to advance their work, and to contribute to the work of the School.
 - We do not discriminate against anyone or treat anyone with less respect because of their race, gender, age, marital status, religion and beliefs, sexual orientation or disabilities.
 - We speak up in support of each other to challenge behaviours that are unacceptable and that undermine a culture of diversity of equality.
3. We strive to create an **inclusive working environment**, in which all are able to participate and engage.
 - We do our best to ensure that all feel encouraged to contribute to debate and decision-making, and that all are listened to fairly.
 - We make full use of the mechanisms of representation and consultation that are available to us, and work to ensure such mechanisms are adequate.
 - When we disagree with each other, we seek to criticise ideas, behaviours, or plans, not people.
4. We are committed to **communicating** in ways that are respectful, clear and considerate of each other.
 - We strive to ensure all communications are appropriate in tone and manner, time and place.
 - We avoid intrusion into others' private time and space, and encourage each other to claim our own private time and space.
 - We don't avoid difficult or uncomfortable conversations.
5. We are committed to a **supportive workplace culture**, where everyone has the opportunity to reach their fullest potential.
 - We show kindness and understanding so that everyone feels enabled to play their role to the best of their ability.
 - We recognise and praise people for what they do, and don't only give feedback when things go wrong.
 - We give each other constructive criticism, while always being sensitive to how feedback is expressed and may be received.
6. We do our utmost to provide a **safe work environment** that is free from harassment, abuse and intimidation.
 - We have zero tolerance for any form of harassment and abuse - verbal, physical, sexual or otherwise.
 - We refrain from behaviour that may be construed as bullying or harassment, including malicious gossip, inappropriate jokes and degrading comments.
 - We avoid hurtful, insulting or judgmental language.

7. We are committed to a work environment in which people can **'speak up'** when any of the above principles are violated.

- We encourage and listen to those who raise concerns, and offer them a safe environment to do so.
- We support the principle of whistleblowing and seek to protect people from any retribution if they do so.
- We seek to respond to concerns and conflicts in an open manner and with mutual respect.