

School of Global Studies Guiding Principles

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 should have an equal opportunity to advance their work and contribute to the work of the School.
 - We do not discriminate against anyone or treat anyone with less respect because of their race or ethnicity, gender, sexual orientation, age, marital or civil partnership status, disabilities, pregnancy or parenthood, religion or belief.
 - We speak up in support of each other to challenge unacceptable behaviour, and that undermine a culture of diversity of equality.
3. We strive to create an **inclusive working environment** in which all can 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 criticise ideas, behaviours, or plans, not people.
4. We are committed to **communicating** in ways that are respectful, clear and considerate:
 - 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** enabling all 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 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** free from harassment, abuse and intimidation.
 - We have zero tolerance for harassment or 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, listen and offer a safe environment to those who raise concerns.
 - We support the principle of whistleblowing and seek to protect people from any retribution
 - We seek to respond to concerns and conflicts in an open manner and with mutual respect.