Individual contacts Dignity at Work Contact to discuss behaviour and seeks advice on options available.

Individual decides to raise concern informally with individual who caused the concern or with Line Manager (or next LM if relating to LM) with support of Dignity at Work Contact.

Matter resolved satisfactorily with the support of Dignity at Work Contact.

No further action required.

Individual encounters behaviour falling within scope of Dignity at Work Policy.

**Dignity at Work Flowchart**

This flowchart must be read in conjunction with the Dignity at Work Policy and associated guidance.

No further action required.

Individual informed of decision verbally and then in writing within 7 working days (**Process now complete)**.

**Stage 3b**: Individual attends meeting with Appeal Manager (accompanied by Dignity at Work Contact, colleague or TUS rep) desired).

**Stage 3a**: Individual sets out reasons for appeal in writing and send to Appeal Manager. Dignity at Work Contact can assist.

**Stage 3**: Individual appeals if necessary.

Matter resolved satisfactorily.

Matter not resolved satisfactorily.

Line Manager informs individual raising grievance of outcome and their decision

**Stage 2b**: Investigating Officer seeks any other information relevant to the complaint.

Not resolved. Individual decides to raise formal grievance.

**Stage 2c**: Investigating Officer writes report for Line Manager on findings of investigation including any recommendations.

**Stage 2a**: Investigating Officer meets with complainant, respondent(s) and witnesses as necessary.

**Stage 1**: Individual sets out reasons for grievance in writing and sends to appropriate Line Manager. Dignity at Work contact can assist.

**Stage 1a**: Dignity at Work Investigation Officer appointed from the HR Office.

**Stage 2**: Individual attends meeting with Investigating Officer (accompanied by Dignity at Work Contact, colleague or TUS representative as desired).

**Stage 1b:** Investigating Officer decides on the most suitable approach for taking the investigation forward along with the Equalities Manager.

Individual raises formal grievance.