

## **Dignity at Work Advisors**

### **Are you interested in supporting colleagues at work and promoting dignity at work?**

The Council is looking for volunteers from the workforce to act as Dignity at Work Advisors to help deal with some difficult issues that employees may experience from time to time at work. The Council is committed to providing a workplace in which bullying, harassment and any form of discrimination will not be tolerated.

The role of Dignity at Work Advisors is to support an employee who feels that they may be being bullied, harassed or unfairly treated at work. The Advisors ensure that an employee is aware of all the options available to them and signpost the employee to further support. In circumstances where an employee is away from the workplace they may act as a link between that person and the Council.

Employees can contact Dignity at Work Advisors on a voluntary basis. The Advisors role is to supplement the support available from Human Resources, the Employee Assistance Programme and the Trade Unions. The role of Dignity at Work Advisors does not include investigating complaints or advising an employee to take a particular course of action.

We are looking for Dignity at Work Advisors from all departments and levels of the Council. We would welcome interest from a wide range of employees at all levels, job roles, backgrounds and from different services as this means employees have options to talk to someone who they may feel most comfortable with. The names and contact numbers of Advisors will be published on the Intranet and in workplaces.

### **What skills do I need to be a Dignity at Work Advisor?**

You would need to:

- Be a good listener and be able to deal with issues confidentially.
- Have an interest in equality and diversity issues, fairness at work and have good interpersonal skills
- Be able to offer support whilst remaining objective, non-judgemental and impartial.

### **Will training be provided?**

Yes, we will provide full training for Dignity at Work Advisors and refresher training will be provided periodically.

If you are interested, please email....or ring....for further information. An informal interview may follow to determine suitability to undertake this role.