

A product of collaboration: School of Biosciences BEHAVIOURAL CHARTER

We want the School of Biosciences at the University of Nottingham to be an outstanding place to work, where all people feel valued, that their opinions are listened to and that they have the chance to develop their careers on their chosen pathway. To deliver this the School has to provide equality of opportunity to all regardless of their role, sex, ethnicity, sexuality, disability, faith or any other characteristic. No-one should be going home at the end of the day having experienced negative behaviours. Collectively we have agreed that all who work, study or visit the School will:

Make common courtesy the norm

Be polite and take time to say words such as good morning, hello, please, thank you and excuse me, routinely. Hold the door open for people and greet them with a smile.

Listen more and say less

Make the effort to listen to what others have to say. Actively listen rather than thinking about your own response or agenda. Encourage others to share their opinions and listen to them. Be constructive. Being listened to makes people feel valued and empowered. Be approachable and help create an environment where concerns can be raised and resolved.

Value all people whatever their role

We all have a role to play and sometimes those roles are not easy. Treat all team members as individuals and with the same positive value and respect. We may have different roles but we should all have a voice and acknowledge everyone's contributions.

Equality

We have a wonderfully diverse community and we all need to embrace that. Make an effort to get to know people around you whatever their background. Be interested in people and improve your understanding of them.

Adopt a 'Can do' attitude

There are challenges we all face and we will not always agree but those who are always negative demotivate others. We may not be able to change everything but there is always something that can be done to improve situations. Look for the positive.

Always use respectful language

Be mindful of what you say and how you say it. Avoid swearing, shouting at people, blasphemy, colloquialisms (that exclude people who don't understand them), inappropriate jokes, slang or other words that could cause offense. Avoid being patronising, rude or derogatory.

Don't be a bystander

While many people are willing to let negative behaviour continue things will not change. You may be able to cope with such behaviour but it may be having a much more detrimental effect on someone else. Support each other and be willing to stand up for what is right. If we all do that the working day will get better for everyone.

CHALLENGE IT

Challenge negative behaviours if you experience or witness them directly.

DISCUSS IT

Share negative experiences with colleagues, dignity advisors or union reps to get help, support and advice.

REPORT IT

If you are unable to deal with an issue yourself, report to your line manager or Head of School. Action will be taken.