How can I raise my concern informally?

- Contact the Independent Support Service for advice
- Speak to your line manager
- Approach the person directly
- Speak to your Trade Union representative or colleague/Diversity Staff Network

Raise your concerns with the individual

What are the potential outcomes?

- Acknowledgement that the behaviour was wrong.
- You get an apology
- Commitment to change behaviour

Has the matter been resolved?

Yes
- Behaviour stops and the matter is resolved/you decide to take no further action.

No
- Matter isn’t resolved/behaviour continues
  - Make a formal complaint.