



**Fire Officers' Association**  
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### **FAIRNESS AT WORK IS A HUMAN RIGHTS ISSUE**

It is about treating people with fairness and respect. The Fire Officers' Association will challenge offensive behaviour of any kind. We will not accept discrimination on the grounds of religion, race, sex, sexual orientation, marital status, disability or trade union activities.

Harassment is discrimination and as such is an unacceptable way of attempting to exercise power over people. It can have implications for the health and well being of the recipients of such behaviour.

Harassment is easy to identify it is **'Unwanted behaviour that affects the dignity of men and women at work'**.

Harassment undermines performance, morale and confidence. It makes a victim's life a misery, and can be the cause of stress and depression leading to illness and absenteeism.

If **YOU** feel that you are being harassed you must; Initially make sure that you let the harasser know that their actions/remarks are unwelcome and unwanted and that you wish the harassment to stop. If you feel unable to do this, a colleague or Association Official can do this for you.

State publicly to the harasser **"I think you are out of order, I have a right to be treated with dignity in the workplace. I wish you to stop your actions, and if you do not stop. I shall take formal steps of complaint against you"**.

#### ***Then Collect evidence -***

- Keep written records of incidents in a diary or notebook.
- Get other members of the watch/section/department to do the same.

#### ***The written records should state:***

1. Date and time of the incident.
2. Where the incident took place and what you were doing at the time.
3. What happened?
4. The effect on you emotionally and physically.
5. A note of whom witnessed the incident.

**This should immediately be passed to your Branch Officials who will advise the harasser that formal steps of complaint will be taken if he/she does not cease the conduct.**

When a formal complaint is made there is an agreed procedure to be followed: -

1. It will be ensured that you are satisfied with the member of management who is dealing with it.
2. Full details will be obtained about the complaint.
3. Various courses of action available will be discussed.
4. Quick and effective steps are taken to try and remedy the situation.

Should you require further information or assistance on this matter do not hesitate to contact either your Branch Officials or the General Secretary on the above telephone number.

## HARASSMENT FORM - GUIDANCE NOTES

1. Either complete the web form and submit it electronically to the FOA or use the attached form and submit it by post to Head Office. In either case you should complete the form immediately after the harassment has occurred to ensure that details are recorded as accurately as possible (be specific).
2. Ensure details are factually correct.
3. Ensure that as many names, dates, places, times, etc, are recorded on the form. If you are uncertain about who has harassed you, then a physical description is better than nothing.
4. Retain a copy of the form for your own records.
5. If possible obtain a Witness, or Witnesses, and ensure that they complete a witness statement form.
6. Forward a copy of the form(s) direct to your FOA representative as soon as possible. Do not use the internal mail system.
7. Inform your FOA representative of the harassment at the earliest opportunity by telephone.
8. Inform your watch/section commander and/or an appropriate senior officer.

**Remember** - complete the form even if you do not wish to make an **official complaint** as the FOA are compiling a central register of harassment incidents.



## RECORD OF HARASSMENT

### FOA Member's Details

Name: \_\_\_\_\_ Service No. \_\_\_\_\_

Station/Dept \_\_\_\_\_  
\_\_\_\_\_

### Details of Harassment

Date & Time: \_\_\_\_\_

Location: \_\_\_\_\_  
\_\_\_\_\_

### Form of harassment please tick:

VERBAL  PHYSICAL  OTHER (please specify below)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Details of the alleged offender:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Continued Over/...



