

PSSRU is committed to valuing, supporting and treating all staff with respect. **The Staff Charter** has been designed to encourage an effective team working environment at PSSRU and sets out a good practice guide that all staff should follow. The term 'staff' includes all members of PSSRU.

Six principles of good practice

- 1. Respect and equity** – all staff should be treated with respect and fairness at all times.
- 2. Learning and development** – all staff will receive information on relevant training and development. Staff should take ownership of their own development and take full advantage of learning opportunities. Staff development is a key theme of appraisals.
- 3. Mutual responsibility** – it is the responsibility of all staff to contribute to the achievements of the unit in terms of research grants, publications, recognition within and beyond the university, and upholding a good working environment.
- 4. Good communication** – all staff should communicate in a way that is easily understood by the receiving party.
- 5. Respect for diversity** – staff should be prepared to listen to all opinions that may or may not follow their own. The university is committed to diversity and inclusivity.
- 6. Health and safety** – there should be mutual responsibility within the unit to promote safety for all staff.

Unacceptable behaviour

PSSRU will not tolerate bullying or harassment **of any kind**. This includes, but is not limited to racial, sexual, and religious or belief harassment; verbal or physical assault; and malicious comments about a colleague. At all times, staff should consider the possible impact of their words and/or behaviour on others.

If you feel that you are experiencing unacceptable behaviour, it is important to make contact with someone in PSSRU. Any concerns will be taken seriously and investigated immediately. All issues will be treated with sensitivity, and confidentiality will be respected.

There are a number of individuals in PSSRU that staff can turn to discuss unacceptable behaviour:

- Line manager, appraiser or project manager
- Karen Jones – Researcher liaison
- Jeni Beecham – Deputy director
- Julien Forder – Director

The members of PSSRU outlined above can also be approached for general support and guidance.

Additional support and guidance

1. PSSRU follows the disciplinary and grievance procedures outlined by the University of Kent.
2. PSSRU follows the home-working procedures outlined by the University of Kent.
3. PSSRU follows the workplace adjustment procedures outlined by the Department of Health.
4. The University of Kent offers a mediation service to help staff resolve work-related issues.
5. Equality, Diversity & Inclusivity: Sources of Advice for Staff and Students of the University of Kent.

For additional information please visit:
<http://www.pssru.ac.uk/staff-charter/>

The above principles are based on the staff charter of the University of Arts London.