

Emails – with attachments

20 December Fairness at Work / Sexual Harassment - update on policy

20 December 2017

16:23

Subject	Fairness at Work / Sexual Harrassment
From	[Redacted - Head of Branch, People Directorate 2]
To	[Redacted; [Redacted]; [Redacted]
Cc	Mackinnon J (Judith); [Redacted - Head of Branch, People Directorate 1]
Sent	19 December 2017 16:46
Attachments	<<Route Map.pptx>> <<Summary of conduct and behaviour standards - 14 December 2017.docx>>

[Redacted]

[Redacted]

All,

Thanks for time earlier and discussion. Summary of next steps below.

[Redacted - Head of Branch, People Directorate 2]

Ministerial complaints:

[Redacted - Head of Branch, People Directorate 2] has noted initial comments raised today and proposed solutions

[Redacted] to provide further comments from CSGU tomorrow morning (20th)

[Redacted - Head of Branch, People Directorate 2] / [Redacted - Head of Branch, People Directorate 1] to consider and provide refreshed policy doc.

Intention is to use refreshed content for all complaints against ministers, not just sexual harassment James has updated Perm Sec's office of next steps

Fairness at work – Sexual Harrassment

[Redacted - Head of Branch, People Directorate 2] has proposed slight amends to existing FAW to reflect the new fast-track procedure for allegations of sexual harassment, include the route map and provide refreshed saltire content on behaviours

Section 6.1 of FAW will be amended as follows to reflect the new fast-track process:

Amended Section

6.1.1 Most Fairness at Work issues should first be raised informally with your line manager. There may be exceptions to this depending on the nature of the complaint (such as complaints relating to sexual harassment), and/or where you feel you cannot do this, if the subject of the complaint is your line manager, for example. In these circumstances, please contact the HYPERLINK "[\[Redacted\]@gov.scot](mailto:[Redacted]@gov.scot)" HR Help for advice for general fairness at work issues, and [Redacted - [Redacted - Head of Branch, People Directorate 3] or [Redacted - [Redacted - Head of Branch, People Directorate 3] [Redacted] for complaints related to sexual harassment.

A specific Route Map (link) is available to assist if you wish to make a complaint relating to sexual harassment.

Previous Section:

6.1.1 All Fairness at Work issues should first be raised informally with your line manager. There may be exceptions to this depending on the nature of the complaint where you feel you cannot do this. This could include, for example, where the issue is with your line manager. In these circumstances, please contact the HYPERLINK "[\[Redacted\]@gov.scot](mailto:[Redacted]@gov.scot)" HRSSC for advice. Additionally, in exceptional and serious instances, you can contact the HYPERLINK "[\[Redacted\]@gov.scot](mailto:[Redacted]@gov.scot)" Head HR Service Centre on [Redacted] direct.

Route Map

A final draft route map was provided – this will be embedded in the Fairness at Work policy and referred to in the amended section above
Standards of Behaviour / Civil Service Code refresh

As indicated at previous meeting, we've created new saltire content to make the standards of behaviour more prominent, and put this alongside the civil service code content. A draft of this is attached. We'll be liaising with the Saltire team to get this uploaded on to saltire

Next Steps – Review

Further review of Fairness at Work planned for the new year. This will include a separation of the existing fairness at work policy into distinct grievance and bullying / harassment policies, with clear links to the conduct policy (which will also be reviewed) and new agreed ministerial process.

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