
From: [Redacted - Head of Branch, People Directorate 4] <[Redacted - Head of Branch, People Directorate 4]@gov.scot>

Sent: 14 November 2017 14:21

To: Mackinnon J (Judith) <[Redacted]@gov.scot>; [Redacted Head of Branch, People Directorate 3] <[Redacted Head of Branch, People Directorate 3]@gov.scot>

Subject: RE: Checklist - GR

Hi Judith

Some thoughts from [Redacted - Head of Branch, People Directorate 3] and me. Hope this helps.

[Redacted - Head of Branch, People Directorate 4]



[Redacted - Head of Branch, People Directorate 4] | [Redacted] | [Redacted] | [Redacted] | [Redacted] | [Redacted] | [Redacted] | [Redacted]

From: Mackinnon J (Judith)

Sent: 14 November 2017 14:01

To: [Redacted - Head of Branch, People Directorate 3]; [Redacted - Head of Branch, People Directorate 4]

Subject: Checklist - GR

Hi Both

I spoke with Gillian R today re her role as a source of support in the sexual harassment issue. She has asked for a checklist to refer to if someone does contact her (no-one has yet) – to make sure she covers everything she needs to. I have made a start but am sure you will have some other thoughts to be added:

Things to consider if an approach is made:

- Positioning
 - SG takes issue very seriously (Perm Sec message)
 - Confidential – unless there is risk
 - Tell as much or as little as feel comfortable discussing
 - Can stop at any time
- Purpose of the approach – how can GR help?
- Nature and description of the issue
 - Verbal
 - Physical
 - Email/text
 - Threat to career
 - Where did it happen
 - Number of occasions
 - Witnessed?
 - Impact on person

- The seriousness of the behaviour
 - Assault
 - Aggression
 - Threatening
 - Unwanted physical contact
 - Constitute criminal behaviour?
- Is the issue current or historical?
 - If current. Still working in the same area?
 - If historical – how long ago?
- On-going risk of harm from someone's behaviour/actions
 - Do they feel safe
 - Are they able to carry on in their work area
 - Are others at risk
 - Who knows?
- Are they emotionally coping?
 - Are they well enough to be at work?
 - Do they need support (EAP? [Redacted]) – are they getting support from work mates or union?
 - Has their mental health been affected by work related issue?
 - Do their family know?
 - Have they spoken to doctor?
- Have they witnessed something?
 - What have they witnessed?
 - Is the victim taking action?
 - Does the witness want to speak to someone?
- Have they raised the issue with someone?
 - If yes, who and has anything happened as a result?
- What do they want to happen next?
 - Would they be prepared to make a formal statement
 - Do they need time to think about this? Could offer to give the 24-48 hours and follow up with them
- Closing – check person will be ok once they leave
 - Recognition that this is a difficult subject to talk about
 - Reminder (again) about EAP, [Redacted] should they need support later
 - What happens next (GR check in, refer to HR etc)



Judith Mackinnon | Deputy Director, People Advice, People Directorate |
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