

Dove Holistic Dental Centre

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WHAT YOU SHOULD DO IF YOU FEEL THAT YOU ARE THE SUBJECT OF DISCRIMINATION OR HARASSMENT

Discrimination

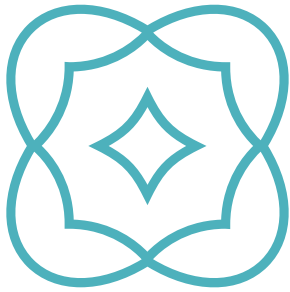
Raise the issue with **D S Raju** in the first instance. If the matter is not resolved informally then you should submit a written complaint to **D S Raju**.

Harassment

1. Let the perpetrator know how you feel about their behaviour. You could do this either by speaking to them or, if you do not wish a confrontation, by putting your thoughts in writing.
2. Ask them to stop the behaviour.
3. Keep a good record of the incidents.
4. Report the incidents as soon as possible to **D S Raju**.

What we will do about discrimination or harassment

1. We will adopt this policy, modify it in the light of changes in the law and monitor our performance against it.
2. We will take any allegation seriously. We will listen to your complaint sympathetically and record it thoroughly.
3. If you make a complaint or allegation of harassment, the practice will initiate its grievance procedure in your contract of employment. The incident will be investigated thoroughly. You will be informed of the outcome and you will be kept well informed at every stage. Your complaint may be treated as confidential if you request it to be so, but, if you wish us to investigate or take action, we will have to involve the alleged perpetrator in the investigation of your complaint, who has a right to give their version of the events. We will deal with your complaint as soon as possible and in any event within 20 working days.
4. If you make an allegation of discrimination, the practice will initiate its grievance procedure in your contract of employment. Your complaint will be investigated thoroughly and you will be informed of the outcome within twenty working days.
5. An employee breaching this policy will be liable to disciplinary action. Persistent or blatant discrimination or harassment could lead to dismissal.
6. In the event of an allegation of discrimination by a prospective employee, the incident will be investigated thoroughly and the complainant will be informed of the outcome. The matter will be dealt with as soon as possible and in any event within 20 working days.
7. If you feel that your complaint has not been resolved by the practice, you should contact the local Citizens Advice Bureau for advice. Legal redress may also be sought from an



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Employment Tribunal and the complaint should be referred to a Tribunal within three months (less one day) of the alleged discriminatory act.