



DG Unlimited – Easy Read: Dignity at Work Policy

At DG Unlimited, we believe everyone should be kind, fair and respectful to each other. We have created a happy, safe place to work where everyone is welcomed and included.

We treat each other with kindness, fairness and respect. We believe in creating an inclusive team working culture where everyone is safe, supported, and valued.

We have zero tolerance of bullying, harassment or discrimination in any form. This includes behaviour related to any form of discrimination base upon race, gender, disability, age, sexual orientation, socio-economic position, or any protected characteristic.

We will always:

- Encourage open, honest communication
- Offer support to anyone experiencing workplace difficulties within DGU or externally from the creative sector in Dumfries and Galloway
- Provide clear procedures for raising concerns
- Investigate all internal complaints fairly and confidentially
- Take appropriate action to resolve issues and protect wellbeing

We will not tolerate:

- Bullying
- Harassment (this means being picked on or made to feel bad)
- Discrimination (this means treating someone unfairly because of things like their race, age or gender)

We promise to:

- Listen to each other and talk kindly
- Help anyone who is having a hard time at work
- Have clear rules for what to do if there is a problem
- Look into any complaints in a fair and private way
- Take action to stop bad behaviour

If you need to tell us about a problem:

- Talk to someone you trust in the DG Unlimited team or Board
- Or email comms.dgu@gmail.com (only trusted people can see this inbox)

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We will always listen, investigate and help.

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