

Were there any witnesses to the incident ?

Yes No

Can you identify the person or people responsible ?

Yes No

Has this incident been reported to the Police

or any other agency? Yes No

(If you have already reported this incident, please tell us when and to whom in the space below)

Actions Agreed

This section is to be completed by the officer dealing with the report. Please state what actions you have agreed with the person making the report. PLEASE FORWARD THE COMPLETED FORM TO: Chief Executive's Office, Derbyshire Dales District Council, Town Hall, MATLOCK DE4 3NN

Name of the person reporting the incident

Signature of person reporting incident

Date _____

Name/organisation of officer dealing with the report

Signature of officer dealing with report

Date _____

For more information

The following organisations can provide up-to-date information and advice.

Amnesty International 0207 033 1500
www.amnesty.org

Commission for Racial Equality 0207 939 0000
www.cre.gov.uk

Disability Rights Commission 0845 762 2633
www.drc-gb.org

Equal Opportunities Commission 0845 601 5901
www.eoc.org.uk

Stonewall 0207 881 9440
www.stonewall.org.uk

HM Government
www.direct.gov.uk

Derbyshire Constabulary 0845 123 3333
www.derbyshire.police.uk

Derbyshire County Council 0845 605 8058
www.derbyshire.gov.uk

Derbyshire Dales Council for Voluntary Service
www.ddcvs.org.uk 01629 812154

Derbyshire Dales District Council 01629 761100
www.derbyshiredales.gov.uk

Citizens Advice Bureau 01629 583539
www.adviceguide.org.uk

Victim Support Derbyshire Dales 01629 825544
www.victimsupport.org.uk

THIS FORM IS AVAILABLE FREE OF CHARGE IN ELECTRONIC, AUDIO, BRAILLE AND LARGE PRINT VERSIONS, AND IN OTHER LANGUAGES ON REQUEST. FOR ASSISTANCE IN UNDERSTANDING OR READING THIS DOCUMENT, PLEASE CALL 01629 761104.

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Dignity and Respect for all



Statement of intent

Derbyshire Dales District Council

- believes that everyone has the right to dignity and respect as part of their everyday lives
- promotes and encourages dignity and respect in the community
- is committed to challenging anything that undermines this basic right

Introduction to the policy

Derbyshire Dales District Council serves 70,000 people who live and work in one of the UK's most scenic and rural areas. The District Council has policies that aim to ensure that people who work for the Council and people who use services provided by the Council, are treated in a fair and equitable way, that their needs are met in an appropriate way and that people are not unfairly or unlawfully discriminated against.

The purpose of this 'Dignity and Respect for All' policy is to take this one step further by trying to make sure that everyone living and working in, or visiting the Derbyshire Dales, can enjoy dignity and respect. We will also encourage this with the many organisations that we work with.

We believe that Derbyshire Dales District Council has a responsibility to set a good example to everyone in the Derbyshire Dales, and to encourage everyone to consider dignity and respect for all in their everyday lives.

Aims of the policy

To define the terms dignity and respect.

To raise awareness of the principles of dignity and respect amongst people who live and work in the Derbyshire Dales, and those who come to visit.

To encourage positive action by the District Council and by other individuals and organisations to encourage dignity and respect in the Derbyshire Dales.

To raise awareness of how the principles of dignity and respect might be infringed.

To enable people to respond appropriately if they feel that the principles of the policy are being infringed.

What are dignity and respect?

The terms dignity and respect will mean different things to different people. In this policy, we take them to mean the following.

Dignity: A person's or a group of people's sense of self-worth and self-esteem.

Respect: To show consideration and appreciation towards other people.

Infringement of the policy

Breaches of the policy could occur in the following circumstances:

- A person is treated in an unfair and discriminatory way for reasons that are based on a distinctive characteristic of that person.

- A person is made the object of ridicule or humour because of a distinctive characteristic of that person.
- A person is the subject of harassment because of their gender, race, sexuality, religion, beliefs, country of origin, disability, age or because of some distinctive characteristic of that person.
- A person is subjected to intimidation, hostility or exclusion.
- Groups of people belonging to particular communities or communities of interest are humiliated or treated with hostility because of unreasonable or irrational stereotyping of those communities.

What you can do if an incident happens

If you are the victim of, or a witness to, the kind of incident described above, then here are some things that you can do.

Where possible, question behaviour or language that you consider to be inappropriate, making it clear why you consider it inappropriate.

Try to question the person calmly and objectively without being confrontational or aggressive.

Talk to a friend, family member or work colleague. Seek advice and guidance from them about how to respond if you feel unable to deal with a situation on your own.

Seek guidance from local organisations such as Victim Support, Derbyshire Dales Council for Voluntary Service or the Citizen's Advice Bureau if you feel that you would like to take further action about the incident that you have been involved in. They will be able to give you information and guidance that will help you decide what to do next.

Remember that if you have witnessed, or been the victim of, something you feel is a crime (for example, an assault, threatening behaviour or racial insults) you should report this to the Police.

It should be remembered that some, *but not all*, of the behaviour described in this policy is illegal.

Definitions

Community of interest A group of people with a common link, other than their place of residence.

Harassment Behaviour that is intimidating, hostile or offensive and is carried out with the deliberate intention of causing distress or offence.

Hate crime A crime motivated by irrational prejudice against a particular group of people.

REPORTING FORM

If you have been involved in an incident that you feel has infringed your right or someone else's right to dignity or respect, then it might be helpful to record this on the form below, if you decide to report the incident to Derbyshire Dales District Council. However, you can report an incident without first filling in this form if you prefer.

Your name: _____

Address: _____

Telephone number: _____

e-mail address: _____

The incident When did it happen?

Date: _____ Time: _____

Where did it happen? (Address / street / town / premises etc.)

Please describe briefly the incident or incidents in your own words in the space below. If you are reporting the incident on behalf of someone else, please say who they are and how you know them.

