DPAG Respectful Behaviours Framework

This behaviours framework was defined by a representative group of staff and students from across DPAG. It has the full support of DPAG's Head of Department and Head of Administration and Finance who strongly encourage all staff and students to adhere to the core principles outlined below whilst working and studying in DPAG. This is not an exhaustive or restrictive list of acceptable behaviours, rather a framework establishing the expected spirit by which we treat and respect each other.

The framework aims to ensure that individuals are accountable for their own behaviours, whilst encouraging the creation of healthy working relationships across the department. This will help to foster an environment where people are treated fairly, and feel recognised and valued for their contributions and ideas. It will help us all to engage in open and respectful communication, and address conflict constructively.

If you feel that you are being treated disrespectfully, please reach out to the HR Team, Head of Administration & Finance, EDI Officer, or a Harassment Adviser. You can also share feedback, anonymously if preferred, using the DPAG feedback form: (https://forms.office.com/r/mCrYvTc30P).

CORE PRINCIPLE	POSITIVE BEHAVIOURS	NEGATIVE BEHAVIOURS
Integrity We hold ourselves and each other accountable to be honest and fair.	Encourage others and engage in constructive discussions. Speak up when something isn't right; be a responsible bystander. Admit mistakes, take action to resolve them, and learn from them.	Disparage or discredit others, directly or indirectly. Ignore, or show support for, negative comments or behaviour. Create a blame culture where people are concerned about admitting mistakes.
Respect We embrace diversity, value individual experience, and treat everyone fairly and with kindness.	Avoid personal or derogatory comments when making small talk. Value and respect people working in all roles, and at all career stages. Greet people when you see them. Value other people's time, no matter what their role is.	Gossip, telling jokes at others' expense or 'banter'. Not valuing or respecting those in other roles/at earlier career stages, or treating them as a servant rather than a colleague. Deliberately ignore colleagues when you see them. Take out your frustrations on colleagues. Issues with how a system operates should be addressed via the appropriate channel.
Collegiality We work together collaboratively and value everyone's contribution.	Acknowledge and credit everyone for their contribution(s). Listen to and explore diverse ideas and perspectives. Embrace and learn more about other cultures and backgrounds. Behave professionally; build strong networks and working relationships with colleagues. Seek permission before sharing images or content with others (eg. on social media).	Take credit for someone else's work or idea. Belittle or don't acknowledge their contribution. Valuing only those ideas that reflect your own views. Disregard other cultures, or use cultural norms as an excuse for poor behaviour. Exclude people from work or social gatherings. Blur professional lines in social situations. Share pictures of others without permission.
Empathy We consider the views and perspectives of others and treat each other with compassion and understanding.	Encourage open and constructive conversations. Micro-affirmations – small gestures of inclusion and generosity. Acknowledge when people are doing their job and following policies and processes, even if not to your liking. Have difficult or personal conversations in private.	React poorly to people whose views differ from your own. Microaggressions – everyday exchanges, often related to someone's identity. Taking out frustrations on the person carrying out a task, including tone of voice or email, being rude or disrespectful. Humiliate or intimidate people in front of others.
Leadership & Management We lead with compassion and curiosity, and aim to create a safe space where ideas are heard and mistakes are learned from.	Create a culture where everyone feels safe to speak up, admit errors, and challenge conventions. Agree policy on out of hours contact within your team, taking account of everyone's views. Provide support and regular constructive feedback to members of your team. Treat all projects and team members equally. Avoid bias. Allocate time and resources equitably.	Create a culture where people are fearful of admitting mistakes, and where people don't feel their views are valued or heard. Expect people to respond to messages or calls outside their normal working hours. Lack of supervision, feedback, and engagement. Show favour for one person/project over another. Pitch people against each other; provide more support to one.