



GUIDANCE FOR EMPLOYEES AND NON EMPLOYEES ACCOMPANYING EMPLOYEES TO MEETINGS

This document provides guidance in respect of meetings to which employees have the right to be accompanied by a Trade Union or Staff-Side Organisation representative, a fellow member of staff, or a friend or relative not acting in a legal capacity.

NHS Grampian's Dignity at Work Policy* records that employees have the right to expect to be able to go about their work without being subjected to verbal abuse, violence, or the threat of violence.

This guidance applies both to employees and to those who accompany employees to meetings, including formal Hearings, whether or not they are employed by NHS Grampian.

There is an expectation that all those present at such meetings will act in a co-operative manner and treat each other with dignity and respect.

Behaviour which undermines questioning, displays rudeness towards those present etc., will not, therefore, be accepted or tolerated and persistent unacceptable behaviour may result in the meeting being temporarily suspended.

If the person accompanying the employee is responsible for the unacceptable behaviour, this could result in them being excluded from further meetings.

*NHS Grampian's Dignity at Work Policy can be found under the Policies and Procedures section in the HR pages of the intranet. Alternatively, a copy may be obtained from your local HR Team.