

## Safe Space and Acceptable Behaviour Policy

Autus operates a Safe Space and Acceptable Behaviour Policy, and this applies to all people using our virtual environments and / or undertaking a work placement with us.

We are committed to ensuring that people who use our spaces:

1. feel welcomed regardless of sex, age, class, race, background, religion, nationality, ethnic or national origins, disability, learning difficulties, marital status, care commitments or sexual orientation no matter their lifestyle or background,
2. will not be harassed, threatened or otherwise made to feel uncomfortable during their stay, and
3. have the knowledge that any incidents will be dealt with effectively and efficiently with the utmost professional care.

Autus also has an equal opportunities and safeguarding policy which applies to employees and work placements alike. Please refer to these documents for further information.

The following rules and principles should be adhered to when using our virtual environment and / or doing a work placement:

1. Do not threaten, harass, demean or otherwise make people feel unwelcome.
2. Do not ask Autus staff or other work placement candidates for any personal information including telephone numbers, addresses, or non-work contact; if this is deemed necessary information, it will be provided.
3. Do not use inappropriate or suggestive comments or jokes.
4. The work placement may include some group sessions where it is important that people feel comfortable communicating in a group setting; Do not deliberately interrupt, disrupt or interfere with anyone's work or presentations.
5. The work placement is a work environment and at all times you are expected to remain professional. This means that you are expected to arrive on time to meetings or sessions, use appropriate language and be respectful to your colleagues and support staff at all times.
6. Persistent refusal to follow the Learning Support Officer's reasonable instructions will result in disciplinary action and, if the matter is not resolved, suspension or termination of your placement.
7. Using Opensim at unauthorised times. Should you require additional time in Opensim to complete some work you must make a request to the Work Placement Team Leader, Melissa Brennan and this will be arranged for you. You will receive written confirmation of your increased access rights.

### Making a complaint



Should you have a complaint about someone's behaviour whilst undertaking your work placement, please immediately notify the Work Placement Team Leader, Melissa Brennan - [melissa@autus.org.uk](mailto:melissa@autus.org.uk). If there is evidence (e.g. record of instant chat) of the type of behaviour that you consider unacceptable, please take a copy and share with the Work Placement Team Leader.

**Action following a complaint of unacceptable behaviour:**

1. Upon receiving a complaint of unacceptable behaviour the Work Placement Team Leader will immediately review, and consult with the Operations Director and the Head of IT Infrastructure.
2. The account of the individual to whom the complaint is against will be temporarily suspended whilst Autus conducts an investigation. The individual will be notified of the suspension and the reason why.
3. Should further information be required, the Work Placement Team Leader will contact the complainant.
4. The investigation will involve speaking with all parties before a determination is made.
5. The Team Leader, Operations Director and the Head of IT Infrastructure will take a decision based on the nature of the allegation/s and the extent of the unacceptable behaviour. If a particular action is determined to be unacceptable,

**Autus may do any of the following:**

1. issue a verbal warning
2. suspend an account and propose continuation of the work placement with another cohort
3. terminate an account and work placement
4. consider another appropriate action in consultation with your guidance / support worker / school