

Employee Support

Introduction

The College has a number of support channels in place for staff who are concerned about how they are being managed, their working relationships or subject to formal HR procedures such as disciplinary or restructuring. The purpose of this note is to list all the support available to members of staff and to introduce a new service that will be piloted for an initial period of 3 months.

1. Human Resources

Members of staff can seek support and advice from Human Resources; by contacting your [local HR representative](#).

2. Trade Union Representation and Support

The College recognises 3 Trades Unions; UCU, Unison and Unite. For more information on the role and support provided by Trades Unions' representatives is available from the [Joint Trade Union's](#) website.

3. Counselling

The College subscribes to an Employee Assistance Provider, Confidential Care, who provide free advice on employment issues, confidential counselling along with a number of other services. More information can be obtained from the [Occupational Health](#) website.

4. Harassment Support Contacts

The College has established Harassment Support Contacts to support individual members of staff who are concerned that they are the subject of harassment, bullying or victimisation at work. The role of a Harassment Support Contact is to act as a sounding board, by giving individuals an opportunity to talk through their concerns with a trained member of staff who will respect their privacy, discuss options and implications, and generally provide confidential and informal support. A list of the [Harassment Support Contacts](#) is available.

5. Employee Relations Advice

The College intends to pilot, from 1 September 2012 for an initial period of 3 months, a telephone advice service that can be accessed by members of staff who are not union members but wish to discuss an employee relations issue confidentially. Individuals will be able to discuss their concerns on one occasion for a maximum of 15 minutes with Theresa Debono, by telephone on 020 7594 7603, or internally 59595 or email t.debono@imperial.ac.uk.

As this service is being piloted, users of the service will be asked to complete a confidential online questionnaire, so that the College can assess the effectiveness of the service and whether it should become a permanent part of the support provided to staff.

Please respond with any comments to Audrey Fraser, Head of HR Policy, Systems & Information, by completing a survey at:

<http://www.surveymonkey.com/s/CSR2GBQ>