

How can I support Equal Opportunities?

Complete the sentences below by using the words at the bottom of the page.

- Always ensure that you are treating everyone fairly:
_____ treat others with respect, as you yourself would like to be treated. Never take part in bullying or discriminate against others.
- Watch for unfair treatment:
Always speak up if you are _____ with the way that someone has spoken to you or if they have done something that you believe to be wrong. Sometimes they may not be _____ of their own offensive behaviour. If you feel that you cannot deal with this inform your _____ or colleague.
- Encourage teamwork:
Teamwork is very _____. By working honestly and openly you will be able to build a team and gain people's trust.
- Learn about Equal Opportunities:
Attend meetings and find out about equality and _____.
Learn as much as you can to ensure that you are giving people opportunities. Read up on the relevant Acts and ensure that you know _____ rights.

important

your

aware

manager

Always

diversity

unhappy