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