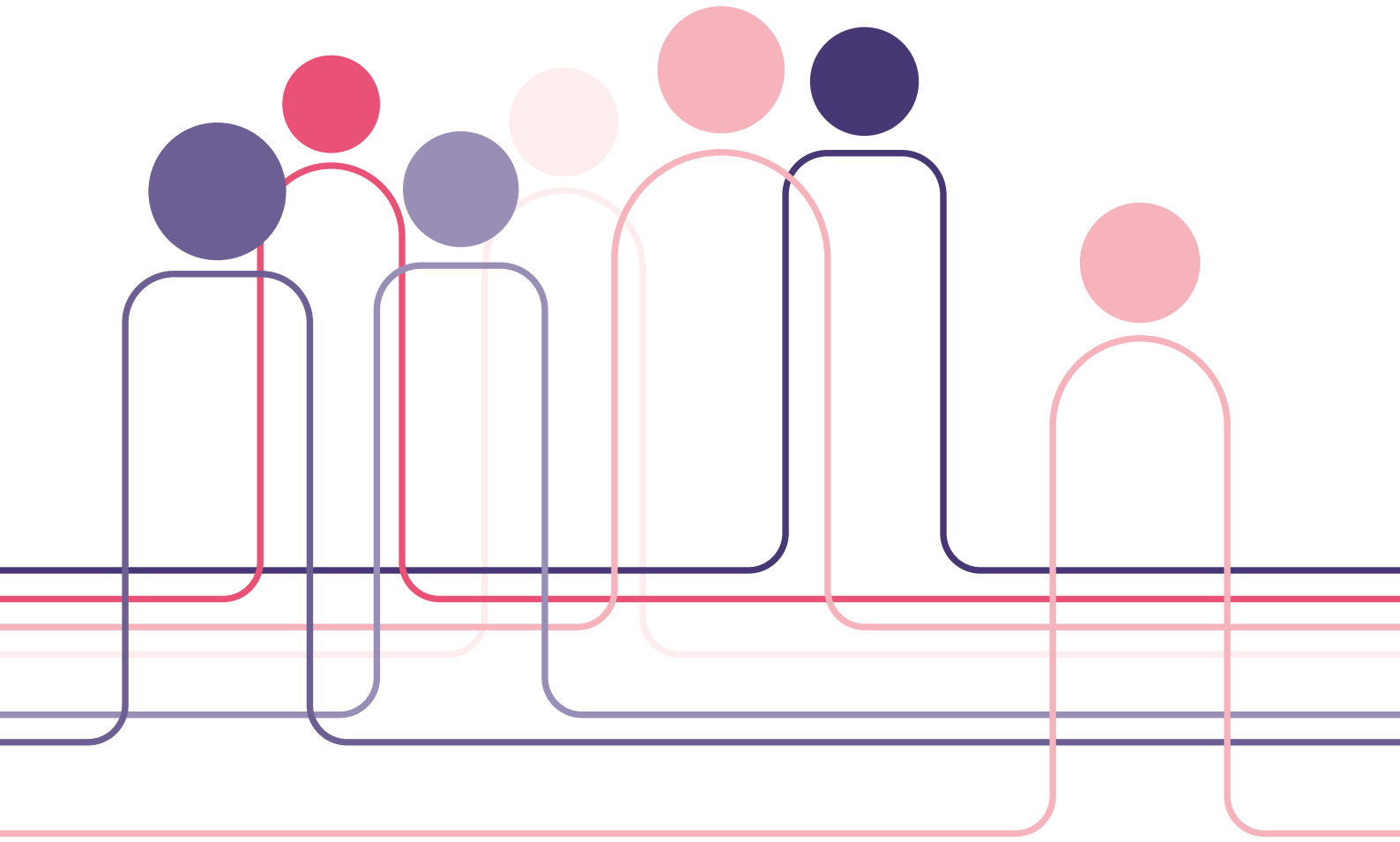
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Dealing with inappropriate behaviour: A Glossary of Terms



Checklist

Ethics Essentials

Inappropriate activity is any behaviour not suitable for the working relationship.

Inappropriate contact is physical contact or touching, not suitable for the time and place.

Forms of contact can include electronic (text, email or social media), written (letters or notes), verbal (by telephone or skype) or face-to-face.

Inappropriate behaviour may be unwanted attention, aggressive or sexual communication, sexual harassment, stalking, act or threat of physical violence or property damage.

Inappropriate sexual behaviour may be personal or sexual comments or jokes, inappropriate touching, sexual propositions, exposure of genitals or masturbation.

Duty of care to yourself

You may be contacted for help or advice about a sexual issue, but it's important to recognise when personal or professional boundaries are not being respected.

Even if you feel a sense of duty to help, it's important to recognise when behaviour or contact has gone beyond a level where you feel comfortable or safe.

By promoting your professional services, you haven't done anything wrong or encouraged this behaviour.

Keep a record

Create a diary of events: log date, time, location and details of the cause for concern.

Retain evidence: keep copies of letters, text messages and emails, screenshots of social media messages, record nuisance phone calls and take pictures of damage to property.

Seek support

Talk to your supervisor – for professional advice.

Speak to HR – if you are an employee, contact your HR department for guidance and policies.

Contact BACP Ethics team – for support and guidance or to talk through the ethical implications of the issues.

Escalate your concerns

To report your concerns about any type of inappropriate contact or behaviour or for specialist advice, please call your local police non-emergency number 101.

If you feel you're in any immediate danger, do not hesitate to call 999.

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