

How & when to contact us

In person...

See the address below.

The Office is open to the public from 9 am to 5 pm Monday to Thursday and 9am to 1 pm on Friday.

Face to face advice is given by appointment only, following assessment of the situation.

By phone

Telephone advice is given Monday to Wednesday 9.30 am to 3.30 pm. Please telephone 01234 350459 and ask to speak to Linda Wood. If I am unavailable at the time you will be asked to provide brief details of your situation and a contact number.

I will get back to you as soon as possible, but please bear in mind that if you call after 3.30pm on Wednesday you will not receive a call back until the following Monday at the earliest.

By email

If you have access to the internet, you can email me at lindabrec@btconnect.com

Please give as much information as possible to help me deal with your enquiry by email.

**36 Mill Street
Bedford
MK40 3HD
01234 350459
lindabrec@btconnect.com**

BEDFORDSHIRE RACE & EQUALITIES COUNCIL

EMPLOYMENT DISCRIMINATION CASEWORK



**This leaflet is available in larger print
on request.**

*Working in partnership for a just
society*

Have you, or a friend or relative, suffered discrimination in the work place as a result of your:

- **Age**
- **Disability**
- **Gender**
- **Gender reassignment**
- **Marriage and civil partnership**
- **Pregnancy and maternity**
- **Race**
- **Religion or belief?**
- **Sexual orientation**

Do you live or work in *Bedford Borough* or *Central Bedfordshire*?

If so, then Bedfordshire Race & Equalities Council may be able to help you.

Discrimination may happen at any stage of the employment relationship, for example:

- Recruitment
- Treatment at work: transfer, promotion, training, pay, benefits, disciplinary action, work allocation etc
- Dismissal
- Post dismissal if connected with the employment, for example adverse reference

How we can help

Initial advice

Bedfordshire Race & Equalities Council is able to provide advice on what you can do about discrimination in the work place. There are strict time limits for taking action about discrimination so early advice is vital. We can provide initial advice about your work place discrimination issue by telephone.

Casework

Our resources are limited and we are not be able to take on all cases, especially if we think the merits of your case are weak or if you have access to advice from another source such as a Trade Union. If we are able to take on your case then we can assist you with;

- drafting grievance letters
- submitting claims to Employment Tribunal
- liaising with your employer
- liaising with ACAS
- gathering evidence for Tribunal
- advising on Tribunal procedure

We are unable to provide representation at Tribunal hearings. However we will endeavour to obtain representation from other organisations such as the Free Representation Unit by making referrals on your behalf.