

WHAT TO DO AS A STAFF MEMBER

IF YOU ARE EXPERIENCING DISRESPECTFUL WORKPLACE BEHAVIOURS

The infographic below provides some general guidance on what you can do if you are experiencing disrespectful workplace behaviours.



Self-Resolution

For low-level concerns, and if you feel safe and comfortable to do so, try to let the person upsetting you know that the behaviour is unwelcome and that it needs to stop.

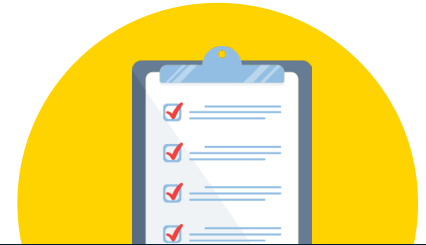


Keep a record

Keep a record of any incidents that occur as soon as possible.

Stick to the facts.

Who? What? Where? When?



Know the info

Read the relevant policies including the **Equal Opportunity Policy, Bullying Prevention and Management Guidelines** and/or **University's Enterprise Agreement (including Grievance section)** for information and guidance on what you can do.

Speak up and seek guidance

We take concerns about inappropriate behaviour very seriously, so please speak up as early as possible so we can support you and try to resolve the concern.

You can speak up to an **Equal Opportunity Contact Officer**. Staff information and support is also available from:

- **People and Culture Business Partner** in your college or portfolio
- **Employee Assistance Program**
- **Work Health & Safety Unit (your local representative)**

If you would like to lodge a formal grievance, you can submit the matter in writing to **your supervisor** or the **relevant Dean (People and Resources)** or **relevant portfolio Director**.

Complaints involving allegations of sexual harassment or sexual assault are to be lodged **here**.

Please **click here** to report a psychosocial hazard.



Maintain confidentiality

To protect the privacy of all parties involved, reduce the risk of victimisation and ensure the integrity of any investigation or process that might follow, it is important to keep matters as confidential as possible and not discuss issues/concerns unnecessarily.

Seek emotional support

You don't have to deal with these issues alone. If you are upset or struggling, please talk to someone for support – e.g. a friend, family member or co-worker.

If you need additional support, please contact someone noted in the 'Speak up and seek guidance' section above. You can also contact emotional support agencies such as our **Employee Assistance Program** for confidential counselling, **1800 Respect (1800 737 732)** or **Lifeline (13 11 14)**.

1800RESPECT

