Respectful Workplaces

Policy last updated

15 June 2020

Scope

- Schools
- All Department staff

Date: March 2020

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Overview

Overview

Respectful workplaces don't just happen, they are built through the values we hold and the way we behave towards each other every day.

The Department is committed to safe, inclusive and respectful workplaces, where staff are valued and feel supported to speak up.

The Department's Respectful Workplaces program aims to create lasting behaviour change by increasing staff awareness, understanding, capability and confidence in building and maintaining respectful workplaces.

The program brings together and focuses on the Department's Values and Code of Conduct, diversity and inclusion, equal opportunity, human rights, and workplace bullying.

Please refer to the [Policy and Guidelines](http://www2.education.vic.gov.au/pal/respectful-workplaces/policy-and-guidance) <http://www2.education.vic.gov.au/pal/respectful-workplaces/policy-and-guidance> tab for further information.

Related topics

- [Code of Conduct](http://www2.education.vic.gov.au/pal/code-conduct/overview) <http://www2.education.vic.gov.au/pal/code-conduct/overview>

- [Complaints — Information for Employees](http://www2.education.vic.gov.au/pal/complaints-information-employees/overview) <http://www2.education.vic.gov.au/pal/complaints-information-employees/overview>

- [Complaints, Misconduct and Unsatisfactory Performance — Teaching Service](http://www2.education.vic.gov.au/pal/complaints-misconduct-and-unsatis-factory-performance/overview) <http://www2.education.vic.gov.au/pal/complaints-misconduct-and-unsatis-factory-performance/overview>

- [Values — Department and VPS Values for School Employees](http://www2.education.vic.gov.au/pal/values-department-vps-school-employees/overview) <http://www2.education.vic.gov.au/pal/values-department-vps-school-employees/overview>

- [Inclusive Workplaces](http://www2.education.vic.gov.au/pal/inclusive-workplaces/overview) <http://www2.education.vic.gov.au/pal/inclusive-workplaces/overview>

- [Employee Health, Safety and Wellbeing Services (including EAP)](http://www2.education.vic.gov.au/pal/occupational-health-safety-wellbeing-management/guidance/expert-supports) <http://www2.education.vic.gov.au/pal/occupational-health-safety-wellbeing-management/guidance/expert-supports>

- [Equal Opportunity — Employees](http://www2.education.vic.gov.au/pal/equal-opportunity/overview) <http://www2.education.vic.gov.au/pal/equal-opportunity/overview>

- [Family Violence — Information for Employees](http://www2.education.vic.gov.au/pal/family-violence-information-employees/overview) <http://www2.education.vic.gov.au/pal/family-violence-information-employees/overview>

- [Flexible Work](http://www2.education.vic.gov.au/pal/flexible-work/overview) <http://www2.education.vic.gov.au/pal/flexible-work/overview>

- [Human Rights Charter](http://www2.education.vic.gov.au/pal/human-rights-charter/overview) <http://www2.education.vic.gov.au/pal/human-rights-charter/overview>

- [Mental Health and Wellbeing — Employees](http://www2.education.vic.gov.au/pal/mental-health-and-wellbeing-employees/policy) <http://www2.education.vic.gov.au/pal/mental-health-and-wellbeing-employees/policy>

- [Performance and Development for Principal Class Employees](http://www2.education.vic.gov.au/pal/performance-and-development-principal-class/overview) <http://www2.education.vic.gov.au/pal/performance-and-development-principal-class/overview>

- [Performance and Development for Teacher Class Employees](http://www2.education.vic.gov.au/pal/performance-and-development-teacher-class-employees/overview) <http://www2.education.vic.gov.au/pal/performance-and-development-teacher-class-employees/overview>

- [Performance and Development for Education Support Class Employees](http://www2.education.vic.gov.au/pal/performance-development-education-support/overview) <http://www2.education.vic.gov.au/pal/performance-development-education-support/overview>

- [Sexual Harassment — Employees](http://www2.education.vic.gov.au/pal/sexual-harassment/overview) <http://www2.education.vic.gov.au/pal/sexual-harassment/overview>

- [Workplace Bullying](http://www2.education.vic.gov.au/pal/workplace-bullying/policy) <http://www2.education.vic.gov.au/pal/workplace-bullying/policy>

- [Workplace Contact Officer Network](http://www2.education.vic.gov.au/pal/workplace-contact-officer-wco-network/overview) <http://www2.education.vic.gov.au/pal/workplace-contact-officer-wco-network/overview>

Relevant legislation

- [Delegations](http://www2.education.vic.gov.au/pal/delegations/overview) <http://www2.education.vic.gov.au/pal/delegations/overview>

- [Industrial Agreements](http://www2.education.vic.gov.au/pal/industrial-agreements/overview) <http://www2.education.vic.gov.au/pal/industrial-agreements/overview>

- [Industrial Awards](http://www2.education.vic.gov.au/pal/industrial-awards/overview) <http://www2.education.vic.gov.au/pal/industrial-awards/overview>

- [Legislation — Employment Topics](http://www2.education.vic.gov.au/pal/legislation/overview) <http://www2.education.vic.gov.au/pal/legislation/overview>

- [Ministerial Orders — Employment](http://www2.education.vic.gov.au/pal/ministerial-orders-employment/overview) <http://www2.education.vic.gov.au/pal/ministerial-orders-employment/overview>

Policy and Guidelines

Policy and Guidelines

Our rights and responsibilities

We all have a right to a workplace free from bullying, harassment and discrimination. We also have a responsibility to ensure that our own behaviour contributes to a respectful work environment for everyone.

To build and maintain a respectful workplace, staff are responsible for always:

- treating each other with respect and consideration

- being inclusive, valuing others and accepting their differences

- recognising the efforts and achievements of others

- considering our impact on others

- calling out and addressing behaviour that can lead to bullying, harassment and discrimination

In addition, managers or principals are responsible for setting clear expectations of respectful behaviour and responding to ideas, concerns, complaints and feedback with empathy, fairness, dignity and respect.

eLearning and resources

The Respectful Workplaces eLearning training suite comprises 5 modules, which all Department employees are expected to complete.

To access the Respectful Workplaces eLearning training suite login to eduPay, navigate to Self Service > LearnED > Find Learning, and search the following course titles:

- Respectful Workplaces

- Understanding DET Values

- Equal Opportunities

- Human Rights and Responsibilities

- Addressing Workplace Bullying

For more resources, refer to the [Resources](http://www2.education.vic.gov.au/pal/respectful-workplaces/resources) <http://www2.education.vic.gov.au/pal/respectful-workplaces/resources> tab.

Reporting and advice

To report bullying, harassment, discrimination, victimisation or seek support, employees can speak with their manager. If an employee does not feel comfortable speaking with their manager, they can approach their manager's manager or seek advice from the Employee Conduct Branch on 03 7022 0005 or by email at employee.conduct@education.vic.gov.au <mailto:employee.conduct@education.vic.gov.au>

For more information about reporting and advice, refer to the Related topics section in the Overview <http://www2.education.vic.gov.au/pal/respectful-workplaces/overview> tab.

Internal support

You can seek support at any time, including during or following an internal complaints process.

Workplace Contact Officers (WCOs) are a good point of contact for staff who experience, or would like information about, harassment, discrimination, bullying, victimisation or family violence. The WCO network is a group of Department staff who have volunteered and been trained to provide colleagues with information and guidance about Departmental policies, processes and principles, and advice about who is best to talk to in a particular situation.

Employees can contact any WCO in the network for a confidential discussion.

For more information about WCOs, refer to the Related topics in the Overview tab.

External support

Employees can access free and confidential counselling sessions through the Employee Assistance Program (EAP). The EAP is available 24/7 for employees to discuss personal or work-related issues. A dedicated Manager Assist telephone advisory service is also available to provide support and coaching to managers. Both services can be contacted on 1300 361 008.

For more information about EAP, refer to the Related topics section in the Overview tab.

Resources

Resources

Further and additional information

- [Handling Difficult Conversations (Word)](#) ↗ <https://www.education.vic.gov.au/hrweb/Documents/Handling-Difficult-Conversations-Tip-Sheet.docx> — Tip Sheet

- [Handling Difficult Conversations (PDF)](#) ↗ <https://www.education.vic.gov.au/hrweb/Documents/Handling-Difficult-Conversations-Tip-Sheet.pdf> — Tip Sheet

- [Learning and Development](#) ↗ <https://www.education.vic.gov.au/school/teachers/profdev/Pages/default.aspx>

- [Inclusive Workplaces](#) <http://www2.education.vic.gov.au/pal/inclusive-workplaces/overview>

Useful links

- [LGBTIQ Inclusive Language Guide](#) ↗ <https://www.vic.gov.au/inclusive-language-guide>

- [Diversity Council Australia — Words at Work](#) ↗ <https://www.dca.org.au/sites/default/files/dca_wordsatwork_overall_guide.pdf>

- [VPSC Information, tools and resources for people managers](#) ↗ <https://vpsc.vic.gov.au/workforce-capability-leadership-and-management/managing-staff/>