

Workplace Acceptable Behaviours Awareness Online Course

Overview

The Workplace Acceptable Behaviours Awareness Program is brought to you by OHS&HR Management Systems. This program has been developed by Julie McLoughlin, Chartered Professional Member of the Health and Safety Institute of Australia. The material is based on the Victorian 2004 OHS Act and the Victorian Equal Opportunity Act 2010

Objectives

- To develop an understanding of legal requirements in Victorian workplaces that relate to Discrimination, Bullying, Sexual Harassment and Gendered Violence
- To gain an understanding of what behaviours are acceptable and unacceptable in the workplace from a legal perspective and look at the impacts of these behaviours
- To discover some tools to help prevent and deal with unacceptable behaviours in the workplace.

Course Outline

Module 1 Discrimination, Bullying, Workplace Gendered Violence and Sexual Harassment

- Incivility
- Bullying
- Discrimination
- What is work-related gendered violence?
- Some key terminology
- Types of work-related gendered violence
- Risks and effects of work-related gendered violence
- How it affects people
- Who is most at risk?
- Preventing work-related gendered violence
- Work-related factors that can contribute to the risk
- What is sexual harassment?
- Work-related sexual harassment
- So what is acceptable behaviour?
- What if the accused didn't mean to offend?
- Victimisation is Illegal

Module 2 Legal Requirements

- Legal Framework
- Bullying Cases
- Sexual Harassment & Minimum standards for employers
- Some Sexual Harassment Cases

Module 3 Strategies to Deal with Unacceptable Behaviours

- How you can help as a bystander of unacceptable behaviours
- How can you as an employee contribute to an inclusive workplace for all genders?
- Helping as a bystander
- What if you are the victim of unacceptable behaviours?

- VEOHRC Sexual harassment support and response tool
- Dealing with unacceptable behaviours
- Where to find immediate help
- Who should complete this course?
- All leaders, managers, and employees (potentially contractors) in your workplace.

Estimated duration - 30 minutes

Cost - \$20 per person (ex GST)

Note - Self-enrolment is available via PayPal for a 10% discount (ie GST inc). Ask about group discounts for more than 10 persons enrolled and having the course customised to suit your organisational needs.

Getting Started

Enrolment Link - <https://safetyinduct.com.au/course/view.php?id=146>

PayPal Enrolment Instructions - To undertake this course, you will need to be a 'user'. If you are not already a safetyinduct user, click on the create new account link at the top right of the screen and set up as a new user. You will then be able to enrol in the course and pay via PayPal (self-enrolment has a 10% discount). If you would like assistance or other payment options, contact Julie on ohsandhr@gmail.com.

Manual enrolment Instructions – Email ohsandhr@gmail.com and we can set up your enrolments and provide an invoice.