**VERBAL OR WRITTEN BRIEFING FOR WORKERS**

*The following briefing has been prepared for managers to provide to workers when a worker is inducted, at the commencement of a show, and on an annual basis thereafter. This briefing can be provided orally and/or in writing, and supplemented by other training and information on discrimination, harassment, sexual harassment, bullying, victimisation or vilification. Workers should be provided with the code of conduct and relevant policies and procedures, and asked to confirm in writing that they have understood and agree to comply with the obligations in those documents.*

<Insert company name> is committed to providing a safe and inclusive workplace where every worker can thrive. We know that workers in safe and inclusive teams are more likely to be effective, innovative and satisfied, which has a positive impact on a workplace culture.

In order to build and maintain this positive workplace culture, and retain good people, it’s important that you understand:

* your rights and responsibilities
* what we expect of you in terms of acceptable, unacceptable and upstander behaviour
* what you can do if you see or experience discrimination, harassment, sexual harassment, bullying, victimisation or vilification
* the supports that are available, and
* the potential consequences of breaching your obligations.

Every worker at <Insert company name> - whether they are an employee, contractor or volunteer - is required to act with courtesy, dignity and respect.

Every worker has a right to a safe work environment that is free from discrimination, harassment, sexual harassment, bullying, victimisation or vilification. We know that these behaviours are harmful and can have a significant and long-term impact on people, on their health, safety, wellbeing and relationships. They are also unlawful, and will not be tolerated by <Insert company name>.

Our approach to preventing and responding to this behaviour is set out in our <insert policies, procedures and code of conduct>. You are required to read and comply with them. These documents set out your rights and responsibilities, acceptable and unacceptable behaviours, and the potential consequences of engaging in that behaviour. They also set out where you can go for help if you see or experience this behaviour, the support that is available, and how <Insert company name> will respond to reports and concerns about that conduct.

We want to create a culture where people feel safe and supported to call out harmful behaviour. We encourage you to be an upstander to prevent harmful behaviour where you feel safe to do so.

If you observe or experience behaviour that could constitute discrimination, harassment, sexual harassment, bullying, victimisation or vilification, I encourage you to raise it with <insert people and positions>, who can provide you with guidance and support. We encourage you to look out for each other. You don’t have to be the person affected to raise a concern, because it shouldn’t always be on the person who has experienced the harm to raise the issue.

Workers who engage in discrimination, harassment, sexual harassment, bullying, victimisation or vilification can be personally liable for their conduct, and may face disciplinary action up to the termination of their employment or engagement.

It’s our hope that this discussion sets the scene for a safe and inclusive work environment. Please contact <insert people and positions> if you have any questions or would like to discuss this further.