

**Factsheet**

# Behaviour Standards for Commonwealth Parliamentary Workplaces

Every person who works in or visits a Commonwealth Parliamentary Workplace contributes to our workplace culture. We are all responsible for building a safe and respectful parliamentary workplace through our words, our conduct and by taking action to address unacceptable behaviour. If we see unacceptable behaviour, we all have a responsibility to speak up and take action.

We must adhere to the following standards:

- Act respectfully, professionally and with integrity.
- Encourage and value diverse perspectives and recognise the importance of a free exchange of ideas.
- Recognise your power, influence or authority and do not abuse them.
- Uphold laws that support safe and respectful workplaces, including anti-discrimination, employment, work health and safety and criminal laws.
- Bullying, harassment, sexual harassment or assault, or discrimination in any form, including on the grounds of race, age, sex, sexuality, gender identity, disability, or religion will not be tolerated, condoned or ignored.

## Reporting inappropriate behaviour

If you experience or witness unacceptable behaviour you are encouraged and will be supported to speak up. Complaints in relation to these Behaviour Standards can be submitted to the Independent Parliamentary Standards Commission (IPSC) at [www.ipsc.gov.au](http://www.ipsc.gov.au) or phone 1800 01 4772.

Complaints will be taken seriously and dealt with confidentially and independently. Breaches may be met with sanctions.

### **Act respectfully, professionally and with integrity**

**Parliament should be a place where people want to come to work each day and are treated with dignity and respect.**

- Show respect for everyone we work, or engage with.
- Apply the skills and behaviour expected of us in our roles, and take responsibility for our actions.
- Don't act or make decisions to gain financial or other material benefits for ourselves, family or friends.



Phone 1800 747 977



Text the PWSS 0487 112 755

[www.pwss.gov.au](http://www.pwss.gov.au)

## **Encourage and value diverse perspectives, and recognise the importance of a free exchange of ideas**

Different voices and ideas must be heard to ensure Australia's democracy is maintained and strengthened.

- Respectful, constructive and robust challenging of conversations is welcome.
- To reflect Australia's diverse perspectives, providing opportunities for people with different ideas and perspectives to participate in Commonwealth Parliamentary Workplaces.

## **Recognise your power, influence or authority and do not abuse them**

There is significant risk that power imbalances and authority structures could be used inappropriately, and everyone should feel empowered to call out inappropriate behaviour.

- Understand the impact of our position, level of influence and authority on others. We don't use it to take an unfair advantage over others.
- Don't act or make decisions to gain financial or other material benefits for ourselves, family or friends.
- Demonstrate empowering leadership and treat others with respect and dignity.

## **Uphold all Australian laws that support safe and respectful workplaces**

Understanding and upholding our legal obligations enhances the professionalism of our workplace, and contributes to a safe and respectful workplace.

- Anti-discrimination, employment, work health and safety and criminal laws make sure people are treated equally and feel safe and respected at work.
- These laws apply to everyone in Australian workplaces and employers have special obligations in relation to them.

## **Bullying, harassment, sexual harassment or assault, or discrimination in any form will not be tolerated, condoned or ignored**

Everyone has a right to feel safe at work. Preventing bullying, harassment, sexual assault and harassment, and discrimination in any form is required by law.

- Bullying is unreasonable and repeated behaviour that can lead to physical or psychological harm.
- Harassment is a pattern of behaviour which makes a person feel distressed or unsafe.
- Sexual harassment is any unwelcome or offensive sexual behaviour.
- Sexual assault is a sexual act against a person through physical force, intimidation or coercion.
- Discrimination is treating a person or group less favourably than others in a similar situation because of their background or personal characteristics.



## **Speak up about breaches of these standards**

We all have a responsibility to speak up if we observe unacceptable behaviour, when it is safe to do so. Reporting, and supporting others to report, without fear of consequences, is one way of doing this.