



Making a report



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This information is about making a **report** for **sexual harassment** at work.



Report is when you tell someone that **sexual harassment** has happened to you.



Sexual harassment is when someone does something sexual to you that you do not want.



You can ask for support to read this information.



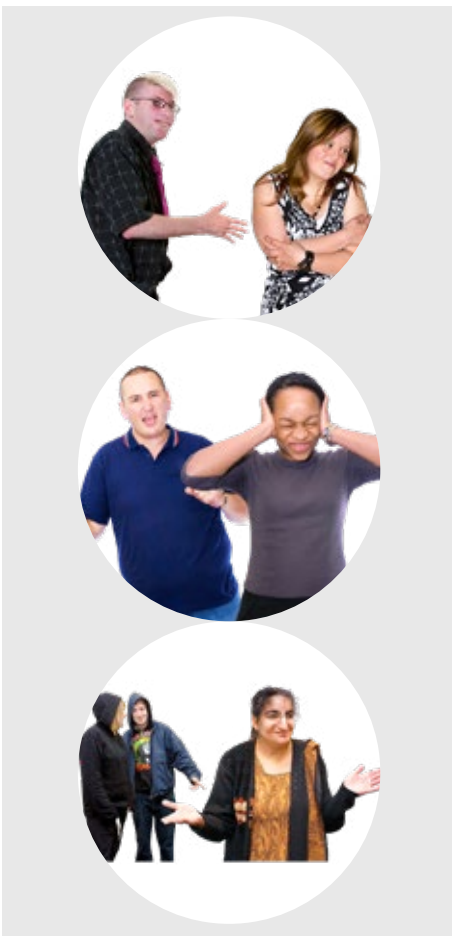
This might be a

- Family member
- Friend
- Support person.

Making a report



There are ways you can make a report if something happens to you at work.



This might be if things happen to you like

- Sexual harassment
- Someone make you feel not safe
- **Discrimination.**



Discrimination is when someone treats you in a bad way because of who you are.



Making a report can be hard.



It might make you

- Feel sad
- Think about the bad thing that happened.



You have the right to get support when you make a report.



If you want to make a report you can ask to meet with

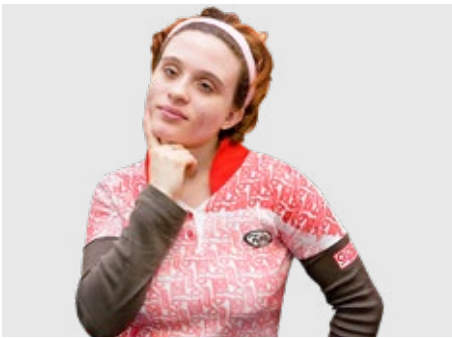
- Your manager
- The **Human Resources** team
- A **health and safety officer**.



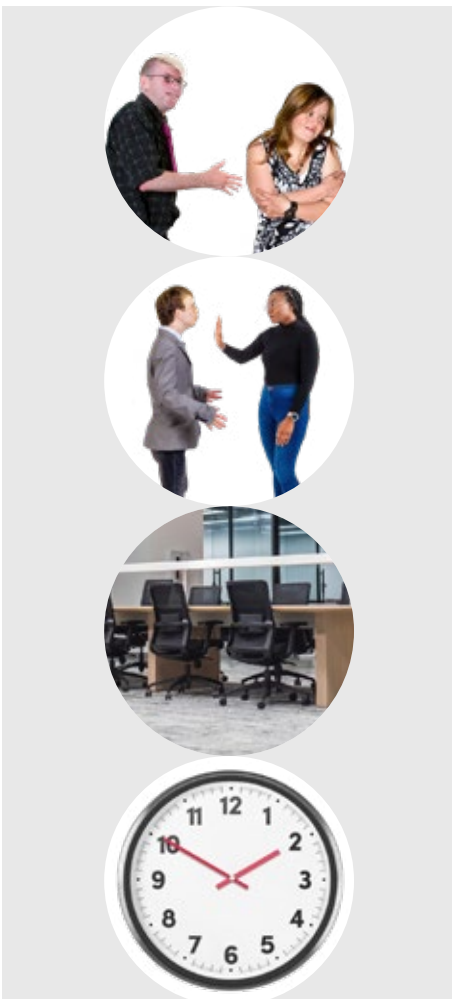
Human Resources is the team that deals with worker issues.



A **health and safety officer** is a worker who makes sure everyone is safe at work.

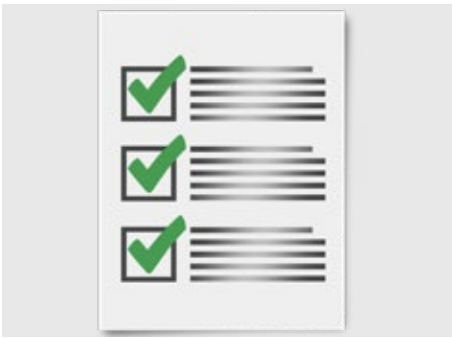


It might help to think of what you want to tell them in the meeting.



This might be things like

- What happened
- Who it happened with
- Where it happened
- When it happened.



The person you make the report to must follow some rules.



The rules are in the **sexual harassment policy**.



The **sexual harassment policy** says

- How to make sure sexual harassment does not happen
- What to do if it does happen.



You might want to talk to the person who did the bad thing to you.



You should only do this if you feel safe and ok.



You can ask for support to do this.



It is ok if you do not want to talk to them.

Other places you can make a report to



There are other places you can make a report to.



You can call **SafeWork NSW** on 131 050.



SafeWork NSW makes sure workplaces are safe and follow the law.



You can call **Anti Discrimination NSW** on 1800 670 812.



Anti Discrimination NSW supports people who have had discrimination or sexual harassment happen to them.



They can give you

- Free information about your rights
- Support on how to make a complaint.



You can make a report to the **Australian Human Rights Commission** on 1300 656 419.



The **Australian Human Rights Commission** looks into complaints about discrimination.



You can call **Fair Work Commission** on 1300 799 675.



The **Fair Work Commission** helps with issues in the workplace.



You could make a report to a **union**.



A **union** is a group who make sure workers get treated fair at work.



If it is an **emergency** you can call the police on 000.



An **emergency** means you need help straight away.



If it is not an emergency you can call the police on 131 444.



You can choose who you make your report to.



You can make a report to more than 1 place.

Informal resolution



An **informal resolution** is when someone from your work looks into and deals with the complaint.



Your work will try to

- Stop the person from doing more bad things
- Talk to the person about what they did wrong.

Some ways your work might do an informal resolution are



- The manager speaks to the person who did something wrong



- The people in the complaint get support to have a meeting in a safe way.



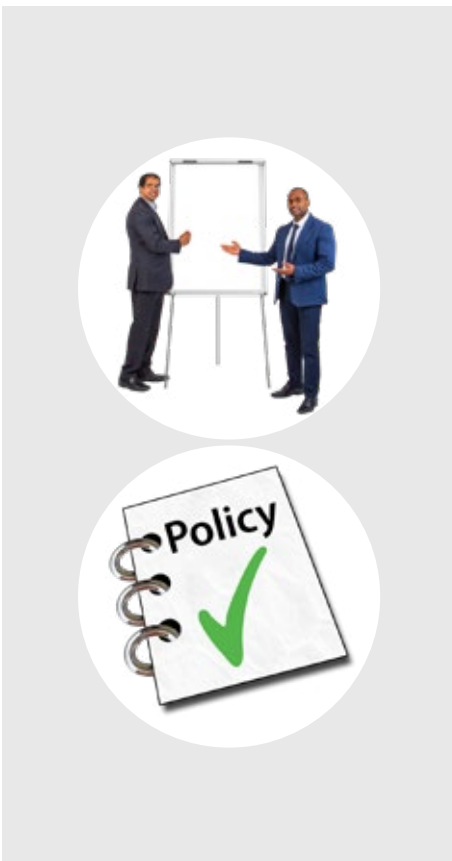
Your workplace might ask you what you want to happen after your complaint.



They might make sure you and the person who did something bad do not meet at work.



They might change the time you work or where you sit at work.



The person who did something bad and their team might also get more training about

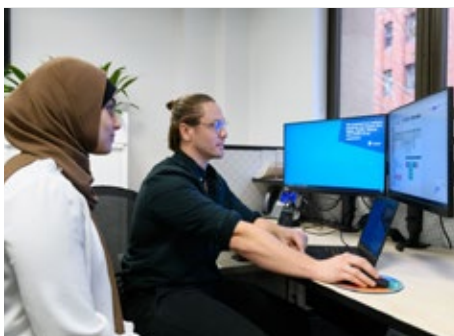
- What is ok and not ok to do at work

- The sexual harassment policy.

Formal investigations



A **formal investigation** is when your workplace chooses someone else to **investigate** your complaint.



Investigate means they look into everything in the complaint very closely.



This could be someone who works at

- The place you work
- A different place.



The investigation will be **confidential**.



Confidential means only the person doing the investigation can see the information.



The investigation will be done in a fair and safe way for everyone.



Everyone in the complaint can have a support person if they want it.

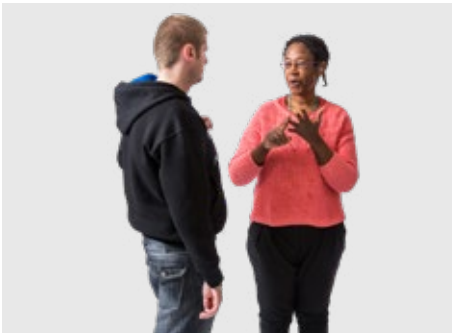
What happens in a formal investigation



This is what happens in most formal investigations.



The person looking into the complaint will talk to you.



The person who the complaint is about will get told.



They will have a chance to say what they think.



The person looking into the complaint will get any other information they need for the complaint.



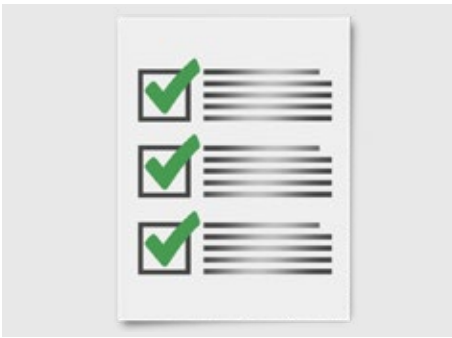
This might be they talk to people who saw what happened.



It might be they look at things like emails or papers.



Then they will give a **report** to your workplace.



The **report** will say what they think should happen to fix the complaint.

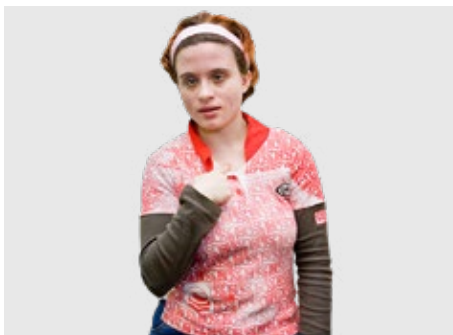


Your work place will look at the report and decide what to do.

False reports



A **false report** is when a person lied when they made the complaint.



Your workplace might investigate the person who made the false report.



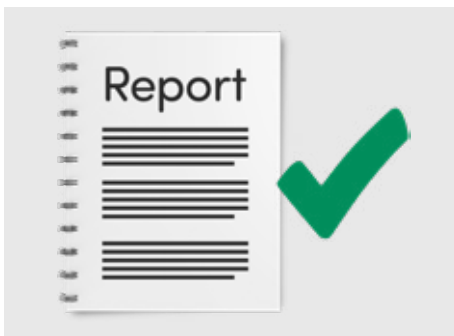
They might say the person needs **disciplinary action**.



A **disciplinary action** is something the workplace does to the person because they did something wrong.



This might be they give the person a job with less money or they fire the person.



Most reports people make are true.

Worry about getting bullied



Some people might not make a complaint because they worry they might get **bullied**.



Bullied is when someone treats you bad at work.



It is not ok for you to get bullied for making a complaint.



If someone bullies you for making a complaint they will be investigated.



They might get disciplinary action.

Other policies



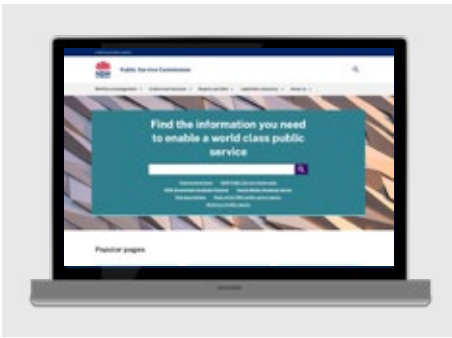
You might want to look into the other **policies** at your workplace.



Policies are rules everyone at the workplace must follow.



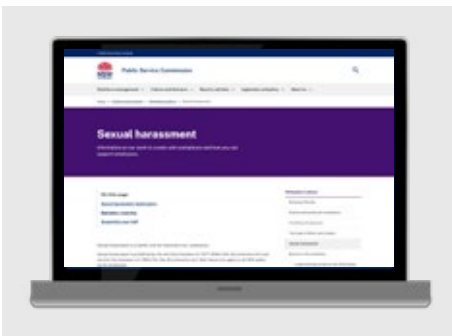
You can ask a Human Resources worker for these policies.



If you want more information about sexual harassment policies you can go to the **Public Service Commission** website.



The **Public Service Commission** looks after services that are run by the government in NSW.



The website is

www.psc.nsw.gov.au/culture-and-inclusion/workplace-culture/sexual-harassment



The website is not Easy Read.

You can ask for support to read it.

Council for Intellectual Disability made this document Easy Read. **CID** for short. You need to ask CID if you want to use any pictures in this document. You can contact CID at **business@cid.org.au**.