

# Appropriate Workplace Behaviours



## Promoting positive workplace behaviours and managing risks with inappropriate conduct

### 🕒 DURATION

Varies from 1.5 hours to Half day

### 👤 SUITABLE FOR

All employees including leaders and managers of people, particularly those new to a supervisory role

### 💰 PRICING *(inc gst)*

	AREEA member	Non-member
1.5 Hours	\$600*	\$800*
Half day	POA	POA

- Awareness for All
- Supervisors/Superintendents
- Managers/Executives

**CUSTOMISED TRAINING:**  
*Pricing is subject to requirements such as company specific materials and travel.*

\* per session

**NOTE:**  
*Training dates are subject to enrolments and change.*

[www.areea.com.au](http://www.areea.com.au)

## 🔍 PROGRAM OVERVIEW

This course is designed to educate employees about legislative and policy requirements relating to appropriate workplace behaviour and the steps to take if they are subject to, or become aware of, inappropriate behaviour. Managers and leaders are also provided with knowledge relevant to preventing inappropriate behaviour and managing any breaches that may occur.

Many companies have come unstuck by their practices (or lack thereof) in regards to inappropriate workplace behaviour and have ultimately been held vicariously liable for discrimination, bullying, harassment or victimisation. Ensuring your workforce is educated about what is, and is not, appropriate workplace behaviour is a necessary step not only to mitigate risks associated with inappropriate conduct, including potential liability, but also to ensure a positive workplace culture conducive to productive employees.

## 📖 LEARNING OUTCOMES

On completion of this course participants will:

- Clearly understand your organisation's policies on workplace behaviour and how to raise concerns about inappropriate behaviour
- Gain an understanding of what is considered inappropriate workplace behaviour
- Know how to recognise discrimination, bullying, harassment and victimisation
- Understand the potential consequences of inappropriate workplace behaviour and failing to handle this effectively
- Develop skills and strategies on how to prevent and/or respond to inappropriate workplace behaviour

This program will be tailored to incorporate key aspects of your organisation's values, code of conduct and relevant policies or procedures.

## 📌 WHY AREEA

AREEA consultants hold unrivalled knowledge, experience and expertise in Employment and Industrial Relations in the Australian Resources and Energy sector. Our consultants have extensive knowledge of the legislative framework and case law relating to employment in Australia and this is used as a foundation for this course.

AREEA's materials are highly practical and engaging in nature and we regularly refer participants to examples relevant to your industry and/or operations. Depending on the duration of the course, practical case studies and role plays can be referred to throughout the course.

## 📍 TRAINING LOCATIONS

AREEA holds this course in person across Australia (including on-site) and can arrange customised training in all areas, including regular tours of regional Australia.