

HR/IR Capability Workshops: Appropriate Workplace Behaviours

Workshop Overview

The NTPS is committed to promoting courtesy, trust and respect in a working environment that is free from bullying, harassment and discrimination. Employment Instruction 13 provides employees, managers, and CEOs with directions as to their responsibilities with respect to inappropriate workplace behaviour.

CEOs, executives, managers, and supervisors have a responsibility to take all reasonable steps to eliminate bullying, harassment, and discrimination in the workplace. Managers, team leaders, and supervisors have a responsibility to ensure that relevant legislation and agency policies and procedures are both understood and abided by to deter and prevent inappropriate workplace behaviours.

The objective of the workshop is to equip HR/IR practitioners with up-to-date knowledge regarding the obligations under the *Public Sector Employment and Management Act (PSEMA)* and other relevant legislation.

HR/IR practitioners understand how inappropriate behaviours can be addressed, can review internal processes to ensure compliance with relevant legislation, and if necessary conduct agency sessions to ensure a consistent NTPS framework for appropriate behaviour is applied.

Learning Outcomes

- Understand how PSEMA underpins the NTPS values of a positive work environment.
- Understand the legal liabilities that result from inappropriate workplace behaviours.
- Be able to advise and guide HR/IR practitioners in relation to addressing inappropriate workplace behaviours.

Date, Time, and Venue

9 August 2017	8.30 am to 12.00pm	Meeting Room E Level 10, Charles Darwin Centre, 19 The Mall Smith Street
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Nominations

This program is for HR/IR practitioners AO7 and above only.

Send your nomination form to:

Enquiries.OCPE@nt.gov.au

Nominations close Wednesday, 26 July 2017.

Minimum numbers apply.

Further Information

For further information, please contact: **Office of the Commissioner for Public Employment:**
telephone: 8999 4282 or email: Enquiries.OCPE@nt.gov.au