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| Action plan template |
| Pledge resource suite: part 3 of 3 |



# Introduction

The *Action plan template*, *Pledge template* and *Pledge template explanatory notes* form a suite of resources for health services, and are available on the [Worker Wellbeing webpage](https://www2.health.vic.gov.au/health-workforce/worker-health-wellbeing/bullying-harrassment/framework) at <https://www2.health.vic.gov.au/health-workforce/worker-health-wellbeing/bullying-harrassment/framework>. Please read the *Pledge template explanatory notes* before completing this template.

# Examples

| Action  What has the organisation committed to in the pledge? | Description of activity  What specific activity/activities are planned for each action? | Responsible  Who is responsible for each activity? | Timeframe  What is the planned timeframe/ due date? | Measures  How will the impact of each activity and success be measured? |
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| Create a positive workplace culture | Raise awareness of the pledge and supporting activities through an agreed communication strategy  Promote understanding of appropriate and inappropriate behaviours |  |  | Communication strategy for the pledge and supporting activities is implemented  Staff survey confirms awareness of the pledge and supporting activities  Improvement of (x)% in the organisational People Matter Survey in relation to workplace behaviours |
| Staff treat each other with respect | Expectations are publicised across the organisation  Expectations and values are incorporated in policies and referred to in employment contracts |  |  | Improvement of (x)% in the organisational People Matter Survey for public sector values questions on respect  Review of organisation’s policies/standard employment contracts confirms that expectations and values are incorporated |
| Staff speak out against unacceptable behaviour, and support colleagues to do the same | Communicate to staff the processes for reporting unacceptable behaviour and how to seek support  Regular training is provided and targeted to different levels of staff  Staff are provided with feedback on reports of bullying and harassment |  |  | Improvement of (x)% in the organisational People Matter Survey in relation to survey response rate, workplace behaviours, and wellbeing benchmarks  Increased number of formal reports of bullying and harassment |
| Leaders model the organisation’s values | Information is included in existing and new training sessions for people managers  Expectations are included in managers’ performance plans |  |  | Review of managers’ performance plans confirms that these expectations are included  Improvement of (x)% in the organisational People Matter Survey in relation to wellbeing benchmarks |
| Leaders address allegations of bullying and harassment in a consistent manner, and respond sensitively, fairly and promptly | Managers act on reports of inappropriate behaviour within a specified timeframe  Training is provided to support managers to have difficult conversations |  |  | Policies and procedures set out how reports are to be managed  Proportion of managers who have received training  Survey results indicate that leaders feel better equipped to address reports of bullying and harassment  Improvement of (x)% in the organisational People Matter Survey in relation to workplace behaviours and wellbeing benchmarks |

# Your action plan

[Add your text in the following table.]

| Action  What has the organisation committed to in the pledge? | Description of activity  What specific activity/activities are planned for each action? | Responsible  Who is responsible for each activity? | Timeframe  What is the planned timeframe/ due date? | Measures  How will the impact of each activity and success be measured? |
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