|  |
| --- |
| 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

| ActionWhat has the organisation committed to in the pledge? | Description of activityWhat specific activity/activities are planned for each action? | ResponsibleWho is responsible for each activity? | TimeframeWhat is the planned timeframe/ due date? | MeasuresHow will the impact of each activity and success be measured? |
| --- | --- | --- | --- | --- |
| Create a positive workplace culture | Raise awareness of the pledge and supporting activities through an agreed communication strategyPromote understanding of appropriate and inappropriate behaviours |  |  | Communication strategy for the pledge and supporting activities is implementedStaff survey confirms awareness of the pledge and supporting activitiesImprovement of (x)% in the organisational People Matter Survey in relation to workplace behaviours |
| Staff treat each other with respect | Expectations are publicised across the organisationExpectations 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 respectReview 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 supportRegular training is provided and targeted to different levels of staffStaff 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 benchmarksIncreased 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 managersExpectations are included in managers’ performance plans |  |  | Review of managers’ performance plans confirms that these expectations are includedImprovement 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 timeframeTraining is provided to support managers to have difficult conversations |  |  | Policies and procedures set out how reports are to be managedProportion of managers who have received trainingSurvey results indicate that leaders feel better equipped to address reports of bullying and harassmentImprovement 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.]

| ActionWhat has the organisation committed to in the pledge? | Description of activityWhat specific activity/activities are planned for each action? | ResponsibleWho is responsible for each activity? | TimeframeWhat is the planned timeframe/ due date? | MeasuresHow will the impact of each activity and success be measured? |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| To receive this publication in an accessible format phone 9096 9000, using the National Relay Service 13 36 77 if required, or email Worker Wellbeing <whwb@dhhs.vic.gov.au>.Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.© State of Victoria, Department of Health and Human Services, March 2019. (1901084)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> |