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| Pledge template |
| Pledge resource suite: part 1 of 3 |

# Introduction

The *Pledge template*, *Pledge template explanatory notes* and *Action plan template* 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.

# The pledge

## Who is making the commitment?

| Response |
| --- |
| **We, the board and staff representatives of:**  [add organisation name here] |

## What are we committing to?

| Examples | Response |
| --- | --- |
| building a workplace with a positive culture that is free from bullying, harassment and discrimination  preventing and responding to inappropriate behaviour  respecting others as equals  supporting a diverse and inclusive workforce  calling out inappropriate behaviour  minimising risks and responding well to incidents | **We commit to:**  [Add your text here.] |

## Why are we making the commitment?

| Examples | Response |
| --- | --- |
| all staff should feel safe and supported at work  we care for our people  our workplace should be positive, respectful and safe  a positive workplace culture supports staff wellbeing and patient outcomes | **Because:**  [Add your text here.] |

## How are we going to make this commitment?

### Expectations of leaders

| Examples | Response |
| --- | --- |
| model our organisation’s values in their own behaviour  give our staff the opportunity to learn  strive to achieve and maintain a workplace culture that is respectful and safe, in which everyone treats each other fairly and reasonably  ensure that our staff have the right tools and resources to perform their roles safely and effectively  not tolerate unacceptable behaviour  be approachable and responsive  address allegations of bullying, harassment and discrimination sensitively, fairly and promptly  take action on all risks to the health and wellbeing of our staff | **We expect that our leaders will:**  [Add your text here.] |

### Organisation-wide expectations of all staff

| Examples | Response |
| --- | --- |
| treat each other with respect  listen and speak courteously to each other  encourage one another  acknowledge that others’ experiences and perspectives are valuable  speak out against unacceptable behaviour, and support our colleagues to do the same | **Across our organisation, our staff will:**  [Add your text here.] |

# Examples of key words

acceptable/unacceptable

accountable

achieve/achievement

acknowledge

act

affirm

approachable

appropriate

awareness

behaviour

build

call out

collectively

commit

communicate

courteous

create

culture

demonstrate

empower

encourage

engage

ensure

equality

expect/expectation

fair

free from

honest

hope

human rights

include

integrity

interact

involve

kind

lead

leadership

merit

model

open

opportunity

ownership

positive

promote

provide

respond

responsible/responsibility

responsive

safe

share

speak out

stand up

standard

strengthen

strive for

support

together

transparent

trust

uphold

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