

Where can I get more information or help?

Seeking advice will depend upon the situation and the person involved. Your options include:

Discussing the matter with your manager

- if the problem is being caused by workloads or other organisational demands
- if you are personally involved in the issue, for example if there is conflict.

Referring the person to the [Employee Assistance Program](#)

- where the problem is personal or interpersonal rather than organisational.

Seeking coaching advice through [Human Resources Partner](#)

- where you want advice or guidance in dealing with difficult interpersonal situations involving either individual staff members or a team as a whole.

Discussing the matter with your [Workplace Relations Consultant](#)

- for technical advice on leave or disciplinary matters
- for assistance in dealing with grievances or other EBA matters.

Seeking advice through [Human Resources Partner](#)

- where you need a sounding board to discuss strategies
- where you need advice on resources available to help you in resolving the matter.

Discussing the matter with the [Equity and Diversity Unit](#) or [Health, Wellbeing and Safety](#)

- where there is a disability issue or reasonable accommodation is being considered.

Discussing the matter with the [Health Wellbeing and Safety](#) in Human Resources

- where there may be particular difficulties in dealing with individual staff members
- where the situation is or may turn into a WorkCover claim.

Discussing the matter with the person's co-workers

- in general DO NOT seek advice on how to manage the situation from co-workers – you risk complicating or worsening the situation
- do listen to information or unsolicited advice that comes from co-workers but judge it critically.

Other information can be obtained from WorkSafe Victoria, Human Resources, the Division of Student Life or the Equity and Diversity Unit

- [Health, Wellbeing and Safety website](#)
- Human Resources websites: [Balancing Work Family and Life](#) (flexible working arrangements, family friendly leave), [Staff Development](#), [Salary Entitlements and Benefits](#)
- [Division of Student Life website](#)
- [Equity and Diversity Unit.](#)
- [Stresswise- Preventing Work-related stress, A guide for employers in the public sector](#)