



**Australian Government**

**Department of Finance**

**Key Point**

- *Online training on awareness of Bullying and Harassment in the Workplace is available for all Parliamentarians and Members of Parliament (Staff) Act 1984 (MOP(S) Act) employees through JLT's online portal, [Skytrust](#).*

Circular No 2018/04

**All Senators and Members  
All MOP(S) Act Employees**

**ONLINE TRAINING – BULLYING AND HARASSMENT IN THE WORKPLACE**

**For Parliamentarians**

*Bullying, Harassment and Anti-Discrimination Awareness for Senators and Members* is aimed at developing Parliamentarians' understanding of definitions, relevant laws and policies regarding:

- Discrimination and harassment
- Sexual harassment
- Workplace bullying
- Social media and ICT use
- Complaint resolution procedures and reporting
- Individual and vicarious liability

**For MOP(S) Act employees**

*Bullying and Harassment in the Workplace Training* is designed for MOP(S) Act employees to recognise and assist in creating a healthy work environment that is free from bullying, harassment, including sexual harassment and workplace violence. Course content includes:

- Behavioural expectations
- What is bullying? What is not bullying?
- Definitions of harassment and workplace violence
- Workplace bullying and harassment and the law
- Complaint resolution
- Support services

These modules are consistent with training available through the former work health and safety service provider. The *Workplace Bullying and Harassment - Policy and Procedure* is currently being updated and related training will be reviewed once finalised.

## How to access training

Training is accessible via JLT's online portal Skytrust. Instructions for logging into Skytrust for the first time and how to find training on Skytrust can be found here:

- [Skytrust - login user guide](#)
- [Skytrust - where to access training](#).

Further information is available on the [Ministerial and Parliamentary Services](#) website or by contacting [MOPSWHS@finance.gov.au](mailto:MOPSWHS@finance.gov.au).



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