

## Have a complaint you need to report?

**Inclusion** is a key value of RMIT and a vital step in encouraging the safety and wellbeing of university staff.

RMIT is committed to promoting a safe, respectful work and study environment that has no place for harassment, bullying or negative treatment of any kind, including any discrimination related to a staff member's gender identity, sex, sexuality, ability, race, religion, cultural background, socio-economic status or identity as an Aboriginal or Torres Strait Islander.

The RMIT Guide to Reporting Complaints has been designed for any staff who have experienced or witnessed any of these unacceptable behaviours.



## RMIT Guide to Reporting Complaints

Reporting a complaint about another RMIT staff member.



## STEP 01 Speak to your manager



Speak to your manager about the incident or behaviour. Explain to them what you would like to see happen in order to ensure that you feel safe and supported at RMIT.

If you aren't able to resolve the issue with your manager, you may wish to contact Human Resources.



## STEP 02 Contact RMIT HR Assist



HR Assist is the intake point for all HR related communications. For any matter that you wish to report, HR Assist will connect you with the appropriate HR contact.

Contact HR Assist:  
**03 9925 0600** or [hr.assist@rmit.edu.au](mailto:hr.assist@rmit.edu.au)

Link to Complaints Resolution Policy:  
[www.rmit.edu.au/complaints](http://www.rmit.edu.au/complaints)

### Designated Staff

Human Resources has designated staff prepared to take your complaint. No matter the situation, there is a staff member available to support you.

### Options

When reporting to Human Resources, they will provide you with the options available and support you in the course you choose to take.

### Confidentiality

Human Resources fully respects your privacy and ensures that your report will be confidential.



## Support Available



### Employee Assistance Program

RMIT staff and their families are able to access free, confidential, off-site counselling service through the Employee Assistance Program:  
[www.rmit.edu.au/EAP](http://www.rmit.edu.au/EAP)

