



Know The Line

**Arts Centre Melbourne's
Safe Workplace Statement
for team members**

**At Arts Centre Melbourne,
we aim to provide the
best possible working
environment for all of our
team members, the people
we work with and anyone
who enters our spaces:
one that is based on
collaboration and respect.**

Whether you are an employee, or you work with us as a contractor, artist, technical crew, company owner, board member, producer, promoter, job candidate, person auditioning for a role, function attendee, corporate hirer or volunteer, we expect you to contribute to an environment that upholds these standards when you are at Arts Centre Melbourne or representing Arts Centre Melbourne in some way.

In our industry, our **working environment** comes in many forms and includes rehearsals, performances, production tours, after parties, conferences and spaces outside work where there is a connection to work, including social media. This Safe Workplace Statement applies to all these work spaces.

Any form of threatening or aggressive behaviour, bullying, harassment or sexual harassment in our working environment is **unacceptable**, whether directed at team members, other people we work with or our audiences and visitors.

If you feel comfortable doing so, **we encourage you to address your concerns with the people involved.**

This helps to foster an honest and open work environment and is often the fastest path to resolution.

Otherwise, **to make a report or to seek support**, you can contact:

- your **manager or key contact** at your employing organisation
- the **contact officer** for your employing organisation or for the event you are working on here at Arts Centre Melbourne. Details of this person will be advised to you when you start work at Arts Centre Melbourne.

If you feel unable to make a report through these channels and the matter relates to your work here at Arts Centre Melbourne, you can also make a report or seek support via:

- **Arts Centre Melbourne's independent and confidential reporting partner, Your Call.** You may choose to remain anonymous or identify yourself only to Your Call, and may report online at any time via **yourcall.com.au/report** (organisation ID: **ACM3004**) or 9am – midnight on recognised business days by calling **1300 790 228**
- an Arts Centre Melbourne human resources representative at **hrassist@artscentremelbourne.com.au**.

All reports of inappropriate behaviour that are reported to Arts Centre Melbourne will be swiftly investigated in accordance with Arts Centre Melbourne's policies and relevant legislation and acted upon as appropriate. You can also contact the Victorian Equal Opportunity and Human Rights Commission's free and confidential enquiry line and dispute resolution service on **1300 292 153** or **humanrightscommission.vic.gov.au**.