# Independent Review into Parliamentary practices and procedures to support workplace culture (the Review)

## Written submission information

### The Review is open to Review participants as defined below:

The **MPS Workplace** is all members of parliament, and the people working (in whatever capacity) in or for Parliament House, electorate offices, and Ministers’ offices. It also encompasses regularly contracted services including security, catering and cleaning staff. The scope of the workplace extends to include work related travel and events.

**Review participants** are current and former staff and employees for the period 1 July 2019 to present.

Written submissions are an integral part to the Review. Personal stories are the cornerstone to driving change and making a written submission will help to provide context for the recommendations made from the Review.

It is through your submission that the Independent Reviewer will understand your lived experiences at work, and the impact workplace discrimination, sexual harassment and bullying has had on you.

**Send your submission via email or post by Friday 13 May 2022:**

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| **Email:** MPSReview@equalopportunity.tas.gov.au | **Post:** Equal Opportunity Tasmania (MPS Review)GPO Box 197HOBART  TAS  7001 |

**Your submission will remain confidential regardless of whether it is made anonymously or not.**

If you are under the age of 18 years and want to participate in the Review, please ensure you also attach the **Consent Form: Parent/Guardian of Review part under the age of 17 years old,** contained in the [**Participant Information Pack**](https://equalopportunity.tas.gov.au/news_and_events/review-into-ministerial-and-parliamentary-practices-and-procedures2/faq-6)for your submission to be accepted.

If you would like any further information please contact the MPS Workplace Review Team at **MPSReview@equalopportunity.tas.gov.au**or on **(03) 6165 7515**.

Written submissions may include copies of emails, photos, and/or other relevant documents.

Written submissions can be as short or as long as you consider appropriate.

Should you feel comfortable to do so, please include your role, past or present, within the Ministerial and Parliamentary Services workplace.

### The questions below are a guide. They may assist you in formulating your submission.

# You may choose to include any, all, or none of the questions.

# Thinking about the area/s you worked in the MPS workplace, how would you describe the workplace culture?

### In your opinion, is the MPS workplace a safe working environment? For this question, it would be helpful to understand why you consider the environment to be emotionally and/or physically safe or otherwise.

### Do you think changes need to be made to make the MPS workplace a safer working environment? If yes, what changes?

### Have you ever experienced workplace discrimination, sexual harassment or bullying while working in the MPS workplace? If so, what happened?

### Have you ever witnessed workplace discrimination, sexual harassment or bullying while working in the MPS workplace? If so, what happened?

### Have you ever used a complaint process in the MPS workplace related to workplace discrimination, sexual harassment or bullying? If so, what was your experience of the process and outcome?

### If you wanted to report workplace discrimination, sexual harassment or bullying, do you know the internal process for how would you do it? What do you think would happen if you made a report?

### What is your perception of the existing MPS workplace policies, procedures and practices for employees who experience workplace discrimination, sexual harassment or bullying?

For this question, it would be helpful to understand if you are aware of what policies exist, where to find them, how they are used, and if you think they work.

* **While working in the MPS workplace what was/has been your experience of training related to acceptable workplace conduct?**

For this question, it would be helpful to understand if you have received training, what the training was about, what you thought of it, and whether you think, it makes a difference to the way people behave.

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| Term | Definition |
| Workplace bullying | repeated and unreasonable behaviour directed towards a worker or a group of workers that creates a risk to health and safety as defined by Worksafe Tasmania. |
| Workplace discrimination | (including discrimination, prohibited conduct and victimisation) as defined in the *Anti-Discrimination Act 1998* with particular reference to sections 14 – 18 inclusive. |
| Workplace sexual harassment | sexual harassment as defined in the *Anti-Discrimination Act 1998* (Tas). |
| Ministerial and Parliamentary Services (MPS) workplace | the workplace includes all members of parliament, and the people working (in whatever capacity) in or for Parliament House, electorate offices and Ministers’ offices. It also encompasses regularly contracted services including security, catering and cleaning staff. The scope of workplace extends to include work related travel and events. |
| Review participants | current and former staff and employees for the period 1 July 2019 to present (2022). |

Thank you, in advance, for your submission to the Review. Your contribution is important and assists in creating recommendations for action, which will shape the MPS workplace into the future, ensuring it is safe and respectful.

Updates related to the Review can be found on [www.equalopportunity.tas.gov.au](http://www.equalopportunity.tas.gov.au).