

## Ten helpful hints to prevent being ambushed at work

Your union advises you never allow yourself to be ambushed by a corridor conversation or an office chat that turns out to be the beginning of a performance, disciplinary or misconduct matter. We've developed the following helpful hints to assist you.

1. If you are called to any work related meeting/catch up/chat that you did not have advance notice of (preferably at least 48 hours) request in writing the following:
  - » purpose of the meeting
  - » who will be attending
  - » what issues are to be discussed and can an agenda be provided
  - » time and venue.
2. If the date and time are unsuitable, you have the right to negotiate a new date and time.
3. If you are concerned about the location of the meeting you can request an alternative location.
4. You have the right to have a support person of your choice attend the meeting with you to ensure principles of procedural fairness are upheld. Your support person can be a PSA representative or local delegate, colleague, family member or friend.
5. Request that minutes are taken and distributed to all in attendance.
6. Request the meeting ceases at any time if you believe you have been ambushed or the issues being discussed are different to those on the agenda or you are feeling distressed, unsafe and threatened.
7. Your support person is there to support you and not to be a mere observer. They can:
  - » request a break during the meeting and have a private conversation with you – this may be about not continuing the meeting if you are distressed or if the meeting has not been conducted in a calm, professional and respectful manner
  - » ensure new issues are not introduced about which you had no prior notice
  - » seek clarification if questions are irrelevant and/or unfair
  - » take notes to assist you in confirming that the minutes are accurate.
8. If you don't agree with the minutes, advise the convenor of the meeting in writing. Don't sign the minutes unless you are in agreement that they are a true and accurate record.
9. Either you or your support person can confirm the agreed outcomes of the meeting and request information about any possible next steps and/or future meetings.
10. Don't agree to anything in the meeting that you are unsure about or not comfortable - you have the right to have time to consider and seek advice.

Please contact the PSA on **1300 772 679** if you have any concerns that your rights are being undermined.

