1. **DON’T LET YOUR BOSS STEAL YOUR PAY**

Each industry has a minimum rate of pay – are you sure your boss isn’t ripping you off? You can find the minimum pay and conditions that apply to your job at calculate.fairwork.gov.au

2. **SAFE WORK CONDITIONS**

Your employer has a legal responsibility to ensure you are safe at work – and take action to address any issue that puts your health or safety at risk. You can get information on the risks in your industry and how to enforce your health and safety rights at worksafe.vic.gov.au or ohsrep.org.au

3. **PROTECTION FROM DISCRIMINATION, BULLYING AND HARASSMENT**

It’s against the law for anyone to harass you or discriminate against you at work or when you are looking for work because of your sex, race, sexual preference, age, physical or mental disability, marital status, family or carers responsibilities, pregnancy, religion, political opinion, nationality or because you are temporarily absent from work because of an illness or injury. To find out more about your right to live free from discrimination, visit the human rights commission at humanrightscommission.vic.gov.au

4. **SAFE AND RESPECTFUL WORKPLACES – NO MATTER YOUR GENDER**

Are you being mistreated because you are a woman or because you don’t conform to other people’s gender and sexuality stereotypes? That’s gendered violence, and your boss has a responsibility to prevent and address it. You don’t have to put up with unwanted sexual advances, touching, sexualised comments or harassment – even from customers or clients! To get help making your workplace more respectful, visit saferespectfulworkplaces.com or email women@vthc.org.au
5. FAMILY VIOLENCE ISSUES AT WORK

Family violence can often cause problems at work. But your workplace should support you to deal with your family violence situation – you can take up to five days unpaid family and domestic violence leave (or your workplace might even have paid leave). Check your workplace’s enterprise agreement or Family Violence Policy.

6. PAYMENT AND PAYSLEIPS

You should be paid regularly on a set day – usually weekly, fortnightly or monthly. You must also receive a payslip within one day of being paid. Your payslip will outline the hours you worked, how much you have been paid, any penalty rates you have been paid, superannuation, how much leave you have and more. Checking your payslip each time you get it – for hours worked, the rate paid, and super contributions - is the only way you’ll know if you’re getting ripped off! For more info visit fairwork.gov.au

7. JOIN YOUR UNION

As workers, we have more power when we stick together. Your union is a group of workers in your industry who come together to negotiate better pay and conditions for everyone, to enforce the rights and conditions we have already won, and to protect each other from mistreatment. Your union can also support you with expert advice and legal assistance. Being union is the best way for working people to advance our shared interests at work – so join up with your workmates in your union at australianunions.org.au/join

Think you may have a workplace issue?
These organisations can help:

Fair Work Commission
www.fwc.gov.au
melbourne@fwc.gov.au
1300 799 675

Sexual Harassment Resources
saferespectfulworkplaces.com
respectfulworkplaces@gmail.com
(03) 9659 3533

WorkSafe
www.worksafe.vic.gov.au
1800 136 089

Your Union
Find your union at www.australianunions.org.au
1300 486 466

Victorian Trades Hall Council
Women's Team
(03) 9659 3533
women@vthc.org.au
www.unionwomen.org.au

Australian Council of Trade Unions
1300 362 223
help@actu.org.au
www.actu.org.au