

ADVOCATING FOR YOURSELF IN THE WORKPLACE



This Easy Read resource is about speaking up for yourself at work.

It helps you understand how to:

- Ask for what you need
- Talk to your boss or manager
- Know your rights at work

Everyone has the right to feel safe, respected, and heard at work.

This guide gives you simple steps to help you speak up and get support.

What does advocating for yourself mean?



Advocating means speaking up for what you need.



It is important to share your ideas and ask for support when you need it.



Everyone has the right to be safe, respected, and supported at work.

Times when you might need to advocate for yourself



Any time you feel like you are being treated unfairly.



Any time you feel like your voice is not being heard.



Any time you feel like you could be better supported.

What happens when you advocate for yourself?



Speaking up helps your boss and co-workers know you better.



Speaking up makes sure you can do your job well.



Speaking up can help you feel confident and included.



How do you advocate for yourself?

1. Know your rights

You have the right to:

Be treated with respect.



Get fair pay.



Ask for reasonable adjustments (reasonable adjustments are things that help that makes work easier for you).



Work in a safe place.

2. Ask for what you need



You can ask for:

Extra training.



Written instructions.



More time to finish tasks.



Changes to your workspace.

3. Talk to the right person



You can talk to:

Your boss or manager.



Your support person at work.

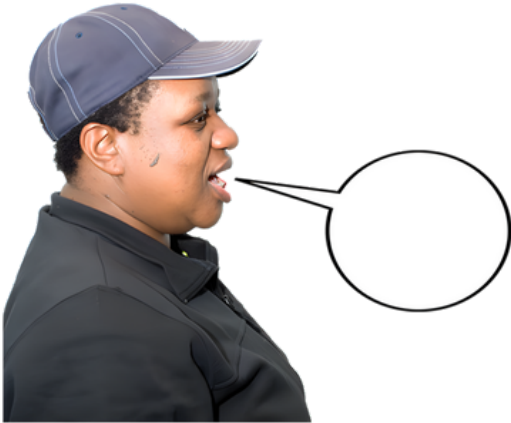
Human Resources (HR) if your workplace has one.



If you need support you can ask someone you trust to come to the meeting with you

4. Be clear and calm

Use simple words to say what you need.

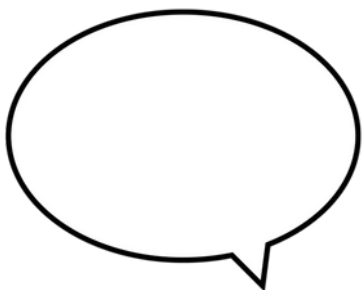


Practice before talking if it helps.



You could say:

- "I work best when I can take short breaks."
- "Can I have a checklist to help me remember the steps?"



5. Write it down

If it feels hard to talk, you can:

Write an email.



Write a letter.



Ask a support person to help.



6. What if someone does not listen?



Ask another trusted person at work.



Speak to someone you trust outside of work.



If it is still not fixed, you can get help from:

- A union.
- Disability Employment Services.
- Advocacy organisations

Tips to remember



It is okay to ask for help.

You do not have to manage everything alone.



Speaking up takes practice. It gets easier the more you do it.



Your voice is important at work.

You deserve to feel safe, respected, and supported at work.

Your voice matters.