



The Role of a Support Person

The role of a support person extends to various workplace meetings, including disciplinary, redundancy, performance, and investigation proceedings. An employee may bring a suitable support person to these meetings, interviews, and potentially other phases of these processes, depending on the circumstances.

Who can be a support person?

A support person may be:

- A trusted colleague
- A supervisor
- A friend
- A family member
- A specialist interpreter
- A legal representative
- A union representative

The support person must not be otherwise involved in the process to avoid conflicts of interest.

Duties of a support person	Restrictions of a support person
<p>The support person's role is to:</p> <ul style="list-style-type: none">• Provide emotional and moral support during the meeting or interview• Observe and take notes if desired• Request breaks for the employee to offer support or discuss issues privately	<p>The support person must not:</p> <ul style="list-style-type: none">• Answer questions• Give evidence• Advocate on behalf of the employee <p>However, legal or union representatives may have advocacy rights depending on the applicable industrial relations framework.</p>

Restrictions for support persons

The support person must not:

- Answer questions
- Give evidence
- Advocate on behalf of the employee

However, legal or union representatives may have advocacy rights depending on the applicable industrial relations framework.



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Confidentiality Obligations

All participants, including support persons, must maintain confidentiality. Participants can only discuss the matter with:

- A legal representative
- Union representative
- Treating psychologist, psychiatrist, doctor, and/or counsellor

Conflict of Interest

To ensure independence, the meeting facilitator or investigator may ask for the support person's name and role beforehand. Support persons likely to be interviewed or involved in the process will not be allowed to attend. A support person should not act for more than one employee in these proceedings.

Have any questions about support persons we didn't cover in this fact sheet, or would like assistance with related matters? We can help.

Contact Us

