Hi [name],

Here is some information and further resources about [Victoria Legal Aid’s (VLA) specialist sexual harassment and discrimination services](https://www.legalaid.vic.gov.au/specialist-sexual-harassment-and-discrimination-law-services), delivered by their Equality Law Program**.**

## How Victoria Legal Aid can help

Victoria Legal Aid can help if you have experienceddiscrimination, including sexual harassment.

**They can help with:**

* providing legal advice and assistance
* representation at conciliation, mediations and hearings
* conducting direct negotiations.

**They cannot help with:**

* general employment advice
* workers’ compensation claims
* defending complaints of discrimination, sexual harassment or victimisation made against you.

There is more information about [sexual harassment on the Victoria Legal Aid website](https://www.legalaid.vic.gov.au/sexual-harassment).

## Referral

[Insert your organisation name] can make a referral to Victoria Legal Aid on your behalf. If you would like us to do this, please reply to this email with the following information:

* full name:
* DOB:
* address:
* contact number:
* language or other support needs:
* description of your legal problem:
* any urgency or time limits:

## How to contact Victoria Legal Aid directly

You can also contact Victoria Legal Aid directly. They provide free, confidential legal information about sexual harassment and discrimination matters over the phone and online:

* call VLA’s Legal Help line 1300 792 387
* message VLA’s online [Legal Help Chat](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.legalaid.vic.gov.au%2Fspeak-to-us%23how-to-start-a-chat&data=05%7C01%7CJennifer.Arch%40vla.vic.gov.au%7Ccb7cb3416c9e478f263c08db08b1bbe8%7Cf6bec780cd1349ce84c75d7d94821879%7C1%7C0%7C638113331675867023%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=%2FNO%2B%2FGgnHSlbGsHNgX%2FhgMO3CnSuEbl1FR%2BrTX3yIxs%3D&reserved=0)

You can contact these services from 8 am to 6 pm, Monday to Friday. These services are closed on public holidays.

Warm regards,

[add your sign off]